

Haresh Patel
Sr. Manager Finance

Current Address:-
Kumbharpada, Virar (E)
Mobile No. +91 9867 5000 23

DOB: 05th February, 1985

E-mail:haresh.1985@yahoo.in

Objective:-

To rise steadily in chosen area through hard work & determination, concentrate on my efforts for the growth of organization and for enhancement of personal knowledge. And to work in an atmosphere, which provide opportunities for learning and growth.

TOTAL WORK EXPERIENCE – 14 Years and above

➤ **GHV (India) Private Limited (March 2021 to Till Date) as a Sr. Manager Finance**

- Fund Raising, Term Loan, Working Capital, Construction Equipment Finance, Interest Calculation, Adhoc, NeSL, Develop Bank Relationship, Corporate Credit Card,
- CMA Data Projection, Bank Loan Queries, Assessment Note, Bank Loan Documentation, Lien Noting, Bank Ratings, Compliance, Team Handling, Sub Limit Account, ROC Charge, Board Resolutions, Disbursement of Limits, Consortium Meeting Arrangement.
- Bank Guarantee issuance/ Modifications – Performance BG and Mobilisation, LC, Stock Statement, FFR/ QIS Remittance, Escrow Account Operation, NEFT/ RTGS,
- ASM Audit, Title Search, Valuation, Site Inspection, Corporate Net Banking, LEI,

➤ **Datamatics Business Solutions Ltd. (Oct 2019 to September 2020) as a Manger Finance**

- Treasury, checking for Funds Inward and Outward Documents for India, UK & USA Bank accounts and follow up till we get credit in the accounts. RTGS & NEFT
- Fund Flow Statement, Budgeting, Stock Statement, UFCE statements,
- Forward Contract (FC) Booking, utilization & Agreement submission, Forex Policy, EDPMS Compliance.
- Liaising with Bank for Working Capital loans, Bank queries, Bank Charges reversal.
- Bank loan documentation, Online E-SBTR, Boar Resolution, ROC Charge Creation,
- Interest working for CC and FCNB, Stock Audit, Team Handling
- CMP Portal Facility, Bar Code Facility, MSME Registration, NeSL Registration and compliance. Internet Banking, Email Indemnity, Demat Account, Rating Agencies

➤ **Priyanka Communications India Pvt. Ltd. (Oct 2017 to Oct 2019) as a Manger Finance.**

- Liaising with Bank/ Financial Institutions for Working Capital
- Collateral Maintaince, Board Notes, Banking Operation
- Compliance related to Consortium Working Capital limits, CMA Data Projection, Analysis
- ROC Charge creation or Modification or satisfaction.
- Bank Guarantee and Letter of Credit ,Cash Budget & MIS preparation

➤ **Akshata Mercantile Pvt. Ltd. (July 2016 to August 2017) as an Asst. Manger - Finance**

- Compliance & Due Diligence Report
- Liaising with Bank for Letter of Credit , Cash Credit
- Study about the project – Techno Economic feasibility, demand supply.
- Co- ordination with financial institutions for funding requirements.
- Loan related documents & other Finance related work.

➤ **Firestar International Pvt. Ltd. (From May 2009 to July 2016) as a Finance Executive**

A. Working Capital Limits

- Preparation of CMA data and Note to CMA data/ reports.
- Facility Proposal preparation for various Banks.
- Preparation of the Board Note and assessment Note of Various Banks.
- Liaise with Bankers' and corresponds related to the Credit Proposals & Follow up at various Hierarchies of Banks.
- Maintain the collateral securities records.

B. Documentation of the Working Capital Limits

- Consortium & Individual Bank Documentation :
 - Liaison and Correspond with the Legal Advisor for the Facility documentation
 - Following and approval of the Consortium Member Banks
 - Preparation of Board Resolution, Undertakings,
 - Pre and Post vetting the Documents, if require
 - ROC Charge creation or Modification or satisfaction.
- Overseas Bank Documentation :
 - Appointment of the Legal Advisor
 - Completing the Condition Precedent of the Facility Documents
 - Verify the Draft Facility Documents
 - Coordinating the CA certificate (FEMA guidelines) and CS Certificate
 - Preparing Board Resolution, Undertaking,
 - Coordination with Legal Advisor at various countries.
 - Execution and Vetting of the Facility documents
 - ODI forms filing with AD

C. Miscellaneous Assignments

- Monthly Stock Statement & Quarterly Information Statement (FFR)
- Valuation of the Immovable Properties, Legal Search Reports and Due Diligence formalities.
- Co-ordinate Insurance of the Mortgaged Properties and Jewellers Block Policies.
- Monthly returns filing of ECB
- External Rating requirements and Consortium Meetings

➤ **Firestar Diamond FZE, Dubai, UAE, - (Between August 2009 to April 2010)**

A. Working Capital Requirements set up.

- Applying and Co- coordinating for the Working Capital Limit requirements.
- MIS Preparation and Compliance of various Banks' sanction requirements.
- Bank Reconciliation.

B. Miscellaneous Projects

- **Branch Set at the Almas Tower (DMCC),**
- External Credit Ratings
- Oversea the Import and Export Documents and Records.

➤ **Gremach Group (From March 2008 to April 2009) as a Finance Executive**

A. Project Related work

- Co-ordination with financial institutions for funding requirements
- Required Documentation related to the project.
- Get various approvals and certificates i.e. ISO 9001, API Certification, Pollution Clearance, EPCG license for Import, Import Export Code updating.

B. Assistance in IPO of Austral Coke & Projects Ltd.

- Marketing strategies for the issue - Website redesigning, Brochures designing i.e. marketing material finalization,
- Company Presentation for investors.
- Assist in Finalization of RHP and Finalization of IPO Application Forms.
- Coordination with various parties related to the IPO Issue.

C. Mergers & Acquisition

- Exploration of new avenues in M & A, Study of various Investment opportunities.

➤ Indiabulls Securities Ltd (Corporate office) (From July 2007 to FEB 2008)

Business & Data Analysis, Research activities and advice on Equity and Derivative Market. Strategy formulation for client new HNI acquisition, daily Revenue generation for the company. Portfolio management services.

EDUCATION:

MBA Finance: -

Year of passing: - 2007
 Percentage: 6.14 CGPA (61.40 %)
 Institute: ICFAI National College, Hyderabad University.

Projects Undertaken:

- Study the working capital management system and financing pattern of an automobile parts firm.
- Study the functions and types of warehousing for automobile part manufacturing company.

Summer Internship Program:

- Project Topic - Comparative study on marketing mix strategies adopted by ICICI Web Trade Limited with Vis - a - Vis online competitors in Vapi.
- On the job training – Promotional activities for **icicidirect.com** and client relations.

Bachelor of Business Administration: -

Year of passing: - 2005
 Percentage: 55.92%

HSC: -

Year of passing: - 2002
 Percentages: 69.67 %

Computer Proficiency:

MS-Office, MS-Project Management, Internet, Broadcasting, T

Language Known:

English, Hindi, Gujarati, Marathi (Read, Write, Speak, Understand)
 Sign Language (Beginner)