

Swati John Patel # 9987085603 Email- swatijpatel27@gmail.com

Worked with National Sports Club of India From April 2024 to May 2026.

As an **Accounts Manager** responsible for overseeing end-to-end finance and accounting

Key responsibilities include managing day-to-day accounting operations in Tally/ERP, reviewing vouchers, invoices, receipts, and journal entries, and ensuring books of accounts are updated in real time with strict adherence to internal financial controls and SOPs. The role also involves monitoring daily cash flow, fund utilization, and conducting daily bank reconciliations for multiple bank accounts and main cash balances.

Supervising and guiding a team of finance executives, ensuring accuracy, productivity, and compliance in areas such as Accounts Payable, Accounts Receivable, GST, TDS, and reconciliations. Responsible for conducting various financial reconciliations including department-wise sales register reconciliation, income reconciliation, GST reconciliation, TDS 26AS reconciliation, and update Fixed Deposit records and reconciliation of the same. As per capital fund collection make FD's. Yearly balance sheet finalization - through detailed ledger scrutiny, depreciation workings, and preparation of department-wise cost centre P&L and balance sheet reports. Additionally, it ensures financial activities comply with company SOPs, agreements, and contractual obligations while coordinating with auditors, consultants, and internal departments.

Professional Experience :Accounts & Finance

A highly experienced **Accounts & Finance professional** with 15+ years of expertise in managing end-to-end accounting, financial operations, statutory compliance, and balance sheet finalization across multiple industries including finance, real estate, FMCG, landscaping, and manufacturing.

Key Expertise & Responsibilities:

- Managing **complete books of accounts**, including sales, purchases, payments, receipts, cash, and petty cash, Performing **daily bank reconciliations** and monitoring **debtor and creditor accounts**, Handling **investment accounting**, including **share trading and stock investments** with daily contract note reconciliation, Preparing and reconciling **GST, TDS, VAT, and other statutory returns**, coordinating with consultants for income tax assessments, Conducting **finalization of accounts and balance sheets** for companies and individuals, including ledger scrutiny, depreciation calculations, and reconciliation of major accounts, Overseeing **payroll, PF, ESIC, and other statutory compliance**, ensuring regulatory adherence, Preparing **financial data for quarterly reporting, MIS, and audits**, ensuring accuracy and timeliness.

Companies & Duration

- **Premier Auto Finance Ltd –NBFC-** Accounts Manager | Feb 2023 – Feb 2024
- **Dean Developers Pvt Ltd –Developers-** Accounts Manager | Feb 2020 – Feb 2023
- **Ice Spice Fresh Frozen & Snacks FMCG distributor–** Accounts Manager | Aug 2012 – Mar 2018
- **Horizon Info Ventures Pvt Ltd (iProperty.com) –** Sr. Accounts Executive | Feb 2011 – Aug 2012
- **Scottish Chemical Industries** (manufacturer and import exporter)– Sr. Accountant | Jan 2008 – Jul 2010

Worked with automobile industry as **Sr. Accountant / Accounts Executive** with

Shakti Motors (I) Pvt. Ltd. Passenger Car Dealer (FORD) From Jan 2004 upto Nov 2007.

Han Motor (I) Pvt. Ltd. Passenger Car Dealer (TATA Motors) From March 2002 upto Dec 2003.
Computer Operator cum Office Assistance with **J.P.Autoword (TATA Authorised Service Center)** From May 2001 upto Feb 2002.

Job Profile: Involved the day to day functioning of the accounting work, Maintain Cash, Petty cash, and Bankbooks, Bank Reconciliation, Ledger scrutiny Preparing Claims and reconciliation of the same with manufacturer, (Profitability) Reconciliation & maintaining reports- Cash, Warranty, Bank Payouts & Commissions, KMPL & FIL Statements, Insurance claims & commissions, Gate Pass Clearance & related all transactions, Debtors scrutiny., Reports – Sale, Payment, Receipt, Outstanding daily basis.

Salary preparation – Maintained employee details, leave, LTA & loan records, Payroll, Bonus, Arrears calculations, statutory deductions (PF, P.Tax) & Esic, Full & final settlements, Form 16 computation, Calculation of overtime.

Educational Qualification:

*** PGDBA 2year appearing (Finance)** Welingkar Institute of Management Development & Research

***B.A.(Economics)**

***Additional Qualification:** Computer Diploma in Tally, Automation & Graphics

Personal Details

Name: Swati John Patel / Mobile no. # 9987085603

Date of birth: 27th Aug 1979.

Marital Status: Married.

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Linguistic Proficiency: English, Marathi & Hindi

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