

PRAVIN AGARWAL

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CAREER PATH

- Over 23 years' experience in field of Accounts & Finance with corporates.
- Over 12 Years' experience as Senior Accounts & Finance Manager handling team size of 15 and direct reporting to promoters and directors.
- Strong analytical & supervision abilities with adeptness in formulating accounting systems/controls/processes, maintaining accounting records, financial statements and regular compliances.
- Significant exposure in liasing with Banks, consultants, auditors, lawyers, etc. in behalf of the Company.
- Proficiency in streamlining the working procedures, formulating cost effective solutions for enhancing the accounting and taxation operations.
- A self-motivated team leader with excellent communication, analytical, relationship management and problem-solving skills.

WORK EXPERIENCE

- Currently working in Tenty Pvt. Ltd. engaged in manufacturing of Plastic Products, Pen Items & Fans & Appliances. It is a sister concern of Polar Group. Work tenure - from 01st August'21 till date.
- Polar Group (Vishva Electrotech Ltd / Polaron Marketing Ltd. / Polar Industries Ltd.) engaged in manufacturing of Fans & Appliances. Work tenure - from Sep'2006 to July'2021.
- Cheviot Agro Industries Ltd., a group company of Cheviot Co. Ltd. engaged in Manufacturing of Jute& bags. Work tenure - from July 2005 to Aug, 2006.
- Pecon Infotech Ltd., a Trading Co. engaged in trading of Computer Parts, AMC, Hardware & Software. Work Tenure - from June'04 to June, 05.

ROLES & RESPONSIBILITIES

Tenty Pvt. Ltd, Senior Finance & Accounts Manager (August 2021 till date) &

Polar Group, Senior Finance & Accounts Manager (Sep 2006 - July 2021)

- Leading a team of 15 Person in Head Office and responsible for accounts, finance and compliance function.
- Finance Controlling - Budgeting, Requirement planning, Analysis & Disbursement of Funds, Managing funds inflow & Outflow.
- Assisting Company in obtaining loan from Bank / FI and preparation of CMA reports.
- Responsible for bookkeeping; finalization of accounts & monitoring systematic maintenance of records.
- Preparation and analysis of Debtor and Creditor summary on Weekly Basis consolidating all Units for Management; reconciliations and ensuring timely collections.
- Managing Working Capital, Short / long term debt funding requirements, liasing with bankers in relation to secured & unsecured loans, cash credits, overdraft, etc.
- Submission of MIS to management and addressing all queries of promoters and Board.
- Co-ordinating with auditors for getting the statutory audit and tax audit complete.

- Responsible for ensuring all tax filings of the Company including TDS, GST, Corporate tax return, Provident Fund, Profession Tax, etc.
- Handle Legal and regulatory matters of Company, coordinating with advocate, consultants .
- Handling Director's and promoter personal files including individual tax return filings.

Cheviot Company Ltd. (Agro Division), Executive Officer - Accounts & Finance (July 2005-Aug 2006)

- All Statutory Liabilities Control – TDS, Provident fund, Profession tax, Service Tax, Sales Tax, Stock Exchange – deposit of liabilities, return filing and monitoring compliance dashboard.
- Preparation & analysis of monthly MIS.
- Responsible for finalization of accounts.
- Coordination with divisions & supervision of their accounts for management reporting.
- Preparation of proposals like CMA and other reports for financing from Bank.
- Responsible for managing regular Bank operations.
- Managing personal file and handling tax return filing of executive directors.
- Assistance to Manager & Chairman for various matters of Accounts, Finance & Compliance.

Pecon Infotech Ltd. Executive Officer - Accounts & Finance (June 2004-June 2005)

- Responsible for maintenance of books of accounts in Tally Software and its year end finalisation.
- Complete coordination with Banks towards regular banking operations, loans, bank guarantee, cash credit/overdraft limits etc.
- Assist to Manager for Various matter of Accounts as well as Finance.
- Responsible for managing and monitoring Accounts receivable & Accounts payable function.
- Coordination of Financial Audit of the branch.
- Verifying & posting employees reimbursement like travel bill, mobile bill, exhibition & seminar etc.
- Managing petty cash expenses.

ACADEMIC CREDENTIALS

MBA (Finance) from IMT Ghaziabad. (Distance Learning)

"SAP " – FICO Module from Tamanna I.T. Solutions.

Graduation (B.Com) from Calcutta University.

Two years Computer Diploma from Institute of Computer Accountant.

Completed the Capital Market Module of the NCFM.

PERSONAL PROFILE

Fathers' Name : Mr. Jagdish Ch. Agarwal
 Date of Birth : September 15, 1979
 Marital Status : Married
 Languages Known : English, Hindi & Bengali
 Nationality : Indian
