



Jaivardhan Mehta
UPL Limited | Team Lead | Gujarat, India

BASIC INFORMATION

Experience in:	Accounts & Finance Industry
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CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **Accounts & Finance Industry** I have a consistent record of transporting the best results-driven work with a proven ability in implementing my work in an organized manner for **25+ years** of my successful career.

My expertise:- **Accounts & Finance (Agro-Chemicals Manufacturing Industry) – Accounts Payable, MIS Reporting and Documentation, Vendor Ledger Reconciliation, Bank/Cash Reconciliation, Cash/Fund Flow Management, Tax Management, Variance Analysis, Planning & Costing, Stakeholder Management, Project Management, Client Relationship Management, Risk Management, Sourcing and Time Management, Service Delivery.** I have in-depth knowledge of all ethics of management. I possess effective communication skills and am a team player with strong Organizational, Logical, and Problem-Solving Abilities.

I have great exposure to working with large-scale organizations like **UPL Limited., ABC Bearings Ltd.** I am well-versed skills in analysis, problem-solving, and coordination, which make me so successful and dedicated. Strong influencing and negotiation skills coupled with a proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as an **Executive** and risen myself as **Team Lead** reputed company. I would like to see myself growing with the passing years of hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organization's vision & objectives with sufficient ease and dedication to my job responsibility.

EXPERIENCE

Nov'2008 – Till Date | UPL Limited | As Team Lead

Responsibilities:- As a Team Lead:

- Conduct meticulous examination of purchase, expense, and freight bills, ensuring accurate identification of discrepancies, adherence to management's terms and conditions, and approval for reimbursement processing within specified timelines as per organizational policies.
- Effectively manage a team of 25 subordinates, overseeing the precise recording of purchase, service, and freight bills to meet agreed service level agreements (SLAs) while considering relevant legislative requirements such as GST and TDS.
- Strategically handle accounts to establish adequate provisioning for monthly, quarterly, and annual expenses, ensuring optimal daily operational efficiency.

- Provide comprehensive training and development initiatives to team members, fostering error-free performance and continuous enhancement.

As a Senior Executive:

- Conduct a comprehensive analysis of purchase, expense, and freight bills, meticulously identifying discrepancies, ensuring compliance with management's terms and conditions, and providing approval for reimbursement processing within designated timelines as per organizational protocols.
- Stay abreast of the latest laws and ordinances governing Service Tax on Services & GTA through effective communication with government agencies.
- Efficiently manage accounts, establishing robust provisioning to cover monthly, quarterly, and annual expenses, thereby ensuring smooth daily operations.
- Vigilantly monitor and address discrepancies, promptly alert relevant management personnel, and regularly reconcile the company's general ledger with vendor ledgers to maintain accuracy and integrity.

Feb'2008 – Oct'2008 | ABC Bearings Ltd. | As Executive – Accounts & Finance

- Oversaw and facilitated the buy vouching process, meticulously verifying details and providing approval for seamless onward processing, ensuring strict adherence to organizational policies.
- Efficiently managed and reconciled the organization's cost invoices, adhering to established standards and protocols, and ensuring timely clearance for reimbursement, optimizing financial processes.
- Demonstrated compliance with the latest laws and regulations prescribed by relevant authorities, meticulously following established procedures for Goods Bills passage and GTA operations.

PREVIOUS EXPERIENCE

- *Jun'2007 – Feb'2008 | UPL Limited – Ankleshwar | As Executive – Accounts & Finance*
- *Jan'2006 – Jun'2007 | PI Industries Ltd. | As Assistant – Accounts & Finance.*
- *Jan'1998 – Jun'2006 | Pyloff Packaging Pvt. Ltd. | As Accountant*

ACHIEVEMENTS

- Managed accounts payables for Gujarat units, displaying efficiency and teamwork for more than 2 years.
- Independently handled accounts payables for the entire unit for nearly 13 years.
- Awarded for process excellence in P2P in August 2021.
- Have completed all the tasks/targets within the given time frame.
- Got appreciation and accolades from the clients/customer.
- Got a promotion along with the increment.
- Started my career as an Executive and rose as a Team Lead through dedication and hard work.

ACADEMIC FORTE

- Graduation in Commerce from Mumbai University in 1998.
- Post-Graduation Diploma in Finance Management from Prin. L. N. Welingkar's Institute of Management Research & Development. Mumbai in 2001.

TECHNICAL PROFICIENCY

Well versed with

- MS Office
- Windows
- Internet Application
- SAP FI Module

Advice for Contacting: I'm always open to conversation, networking with like-minded professionals, or discussing future prospects. Connect with me on Linked In or contact me at jaivardhan.mehta@gmail.com