

## CURRICULUM VITAE

**NAME: SANDEEP VISHVANATH DAREKAR**

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Navi Mumbai, Maharashtra, Pin Code:-410210.

**DOB:** 13<sup>th</sup> April, 1985.      **MOBILE:** 91- 9833048163

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### **OBJECTIVE**

To fulfill my organizational commitment to the best of my potential with honesty and integrity and be an asset for my organization by way of my performance.

### **ACADEMICS**

<b>YEAR</b>	<b>DEGREE / CERTIFICATE</b>	<b>COLLEGE / INSTITUTE</b>	<b>%</b>
2006-08	Master of Management Studies (MMS)-Finance	Pillai's Institute of Management Studies and Research (PIMSR), Mumbai.	65.90%
2006	Master of Commerce (M.Com-I)	K.J. Somaiya College of Arts & Commerce, Vidyavihar, Mumbai.	50.25%
2005	Bachelor of Commerce(B.Com)	K.J. Somaiya College of Arts & Commerce, Vidyavihar, Mumbai.	62.85%
2002	Higher Secondary Certificate(HSC)	Shivner Jr. College, Mumbai.	70.83%
2000	Secondary School Certificate(SSC)	Samata Vidya Mandir School, Mumbai.	60.13%

### **BUSINESS EXPOSURE/WORK EXPERIENCE**

#### **CURRENT OCCUPATION:**

**M/s. GAMMON ENGINEERS AND CONTRACTORS PRIVATE LIMITED    DY. MANAGER-A/C & FINANCE    25<sup>TH</sup> MARCH, 09- TILL NOW**  
(Erstwhile **M/s. GAMMON INDIA LIMITED**)

- Working in Finance, Banking & Treasury, Cash Management.
- Preparing & Issuing various types of Inland & Foreign Bank Guarantees, Renewing/Extending, Amendment, Release or Cancellation of Bank Guarantees, Maintaining record of all Bank Guarantees in Register and Company BG software. Preparing BG progress status report.
- Opening Inland / Foreign Letter of Credit, Buyers Credit, Trade Finance and related works, making LC Amendments, Acceptance, following up with Bankers, Suppliers, Concerned Dept. etc.
- Preparing Bank Reconciliation Statement. Keeping appropriate checks on the Bank charges and interest on Loans/CC/OD, WCDL A/c levied by banks, Handling Excess Interest Matter with banks.
- Making Foreign Remittance, CA Certificate, Financial Certificate, Solvency Certificate & Other Certificates depending upon requirement of the Dept. for Pre-Qualification, Expression Of Interest, Marketing, Request For Proposal, Request For Qualification, Invitation For Bid for Tender, Projects, Co-ordinating with Chartered Accountant/Certified Accountant, Statutory Auditor, Banks etc. for obtaining Certificate. Maintaing appropriate filing record for the same for audit purpose.
- Assisting VP-Finance, GM & Dy.GM-Finance & A/c for preparing CMA data, Working capital Management, submission of CMA to Banks for availing Banking Limits, Ratio analysis, Liaisoning with banks and financial institutions, Corporate finance and fund raising, Consortium Meeting with Bankers, Relationship Management with Banks.
- Handling Corporate Net Banking.
- Preparing & Drafting letters viz. RTGS, NEFT, Fund Transfer, DD, EFT, WCDL, FDR, CP, Inter-Company Transfer, Treasury Operation, Daily Monitoring Bank Balances-HO/ Project-Site Accounts / Loan liabilities & corresponding interest cost, etc.
- Effective Management of fund based & Non-fund based limits of Gammon. Credit Rating on different types of Financial Instruments.
- Working on Bank Account Opening and Bank Account Closing - HO & All Site/Projects, Subsidiary/Associates Co., Maintaining record of all Bank A/c Opening & Closing in Company software system, Opening Company's DMAT, Trading A/c, Pledge/Unpledge Share with Custodian & also coordinate with CS Dept., Broker for operation & compliances.
- Maintaining MIS report, handling all aspects of finance & as and when duty assigns by Superior Authority.

**M/s. KSL & INDUSTRIES LIMITED**

**FINANCE EXECUTIVE**

**1<sup>ST</sup> JULY, 08 - 24<sup>TH</sup> MARCH, 09.**

- Assisted AVP-Finance for Making of Project Report and Working capital Management & generating the Term Loan for the Project and operation.
- Preparation of Project Finance Report. Making CMA and Related worksheet, etc., Ratio analysis, competitors analysis,.
- Liaisoning with banks and financial institutions, Consortium Meeting with Bankers.
- Handling all aspects of finance, documentation related Finance. Follow-up banker and financial institution, investor, meeting, etc. day to day finance work.

**RAVI SHETTY & ASSOCIATES [CHARTERED ACCOUNTANT] OFFICE ASSISTANT (AUG 2003-DEC 2003)**

**SUMMER INTERNSHIP:**

**M/s. ELDER PHARMACEUTICAL LIMITED, MUMBAI.**

**Duration: - 2 MONTHS (7<sup>TH</sup> MAY, 07 - 7<sup>TH</sup> JULY 07).**

**Project Title: Working Capital & Corporate Finance.**

**Brief description:**

- Study Annual Report of the Company, Ratio Analysis, Making Comparative, Common Size statement, Accounts, Company Secretarial Dept. Works like IPO, DRHP, Company Legal Doc. Etc.,
- Assisting Finance Manager to Making Credit Monitoring Arrangement (CMA), Working Capital Management, Liaise with Bank & Financial Institution, Fund Flow, Project Report & duty assigned by superior authority.

**EXTRA CURRICULAR ACTIVITIES**

- **Highest Revenue Collector** of "Sambhav 2007 and 2008" - **Amount:** Rs.1,00,000/- and Rs.35,000. **Organizer:** Pillai's Institute of Management Studies and Research Centre. **Event:** Mega Consumer Fair. **Location** - CIDCO Ground, Vashi, Navi Mumbai.
- Member of Sponsorship Committee for - MESMERIZE 2006, 2007.
- Event Co-ordination for "Conquest 2006" - **Organiser** - Pillai's Institute of Management Studies and Research.
- Member of Confederation of Indian Industry.

**COMPUTER PROFICIENCY**

- MS-Office, Maharashtra State Certificate in Information Technology.
- Internet Proficiency.

**LANGUAGES KNOWN**

- English, Hindi, and Marathi.

**INTERESTS**

- Reading Newspapers, Playing Cricket, Carrom, Chess, Making Friends, Travelling.

**SANDEEP VISHVANATH DAREKAR**