



KIRAN MALGUNKAR
CMA Final Year, MBA(Finance) & B.com
(Costing Professional Exp. 8+Years)
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OBJECTIVE

To work with an organization, which can provide me constant learning, leading to intellectual growth, enhance my creative skills and to achieve top cared by setting benchmarks both at organizational and personal front and making positive contribution towards the organization.

WORK EXPERIENCE (8 + Years)

- ❖ Working at “Aeroflex Industries Ltd, Navi Mumbai (Taloja) as **“Assistant Manager - Costing”**.
(Steel Manufacturing – Flexible Hoses, Braiding & Assembly)
- ❖ Worked at “Dow Chemical’s International Pvt. Ltd “, Navi Mumbai(Juinagar) as **“Costing Executive”**.
(Chemical Manufacturing –US MNC) from 15th June’2018 to 31st Oct’ 2019

(Worked on SAP ECC Module)

Key Responsibilities:

Working Area	Functionalities
Analyzing Costing/Reports (CAEC Activities)	<ul style="list-style-type: none"> - Preparing Business Alignment Report Quarterly (Global reporting) EMEA & APAC region - Preparing Amine & Univation report Quarterly (Global reporting) EMEA & APAC region - Weekly preparing Non-Material report EMEA & APAC region - Fortnightly preparing KP review report for Material EMEA & APAC region - Preparing quarterly KP review report on global level.
Cost Accounting Expertise center activities (CAEC)	<ul style="list-style-type: none"> - Deliver consistently superior Cost Accounting support services to EMEAI / Pacific Cost Accountants - Review Product Cost Estimate - Review inventories - Review Slow Moving and Obsolete Goods - Costed New Material identification (NMI Costing)
Goods receipt Invoice receipt activities (GRIR)	<p>PO process</p> <ul style="list-style-type: none"> - Verify Purchase orders towards supplier statement and orders - Managing Purchase order workflow <p>Purchase Order creation and reply to emails</p> <ul style="list-style-type: none"> - Create and update all the PO documents within TAT - clarification of invoices /PO mismatch <p>Requesting for Vendor Master creation</p> <ul style="list-style-type: none"> - Request master data change request (new, update and enhance) - Assisting plant and requisitioners in creation on requisitions - Vendor follow up <p>Process improvement & Team participation</p> <ul style="list-style-type: none"> - Provide ideas for process improvement - Active participation in internal and external working groups - Facilitate and maintain communication between both external and internal group

- ❖ **Worked at “Chemspec Chemicals Pvt. Ltd “ , Navi Mumbai (Taloja MIDC) as “Costing Assistant”.**
(Chemical Manufacturing -FMCG & PHARMA Co. Cosmetics product) from 16th Nov’ 2016 to 12th June 2018

Key Responsibilities:

Working Area	Functionalities
Costing/Cost Sheet	Preparation of product costing & Projection(budgeted) costing. Comparison of projected cost sheet with actual cost sheet and detect variances and making report accordingly. Co-ordination with the production centers to ensure production costing for all confirmed orders is done via the system and in proper format. Rendering continuous support to the management for budgeting and forecasting activities. To control/reduce cost from variance analysis and restricted to avoid unnecessary expenses.
Stock/Inventory & MIS	Looking physical inventory checking month on month basis. Prepare Inventory holding reports. Prepare Bank Stock report month on month basis & Optimum stock level report for the month. Prepare MIS for receipt & consumption stock report on physical stock checking.
Analysing Costing/Reports	Analysing monthly overhead reports of various cost centers. Analysis of Cost sheet & product costing expenses, Sales & Profit.
MIS & Other work	MIS on current purchase price Vs Average Stock price. MIS on Projection P & L month to month basis & MIS on Actual P & L month to month basis MIS on current purchase price of Raw Material Vs previous purchase price and analysis. Send Spot costing (Budgeted Costing) as and when required for production. Sales report on Projection Sales Vs Actual sales.

- ❖ **Worked at “M/s Synergy Lifestyles Pvt. Ltd”, Mumbai. As “Cost Accountant”**
(Textiles Manufacturing & Export of Home furnishing items) from 14th Oct 2012 to 14th Nov.2016

Key Responsibilities:

Working Area	Functionalities
Costing/Cost Sheet	Preparation of product costing, order costing & budgeted costing. Comparison of estimated cost sheet with actual cost sheet and detect variances and making report accordingly. Co-ordination with the production centers to ensure production costing for all confirmed orders is done via the system and in proper format. Rendering continuous support to the management for budgeting and forecasting activities. To control/reduce cost from variance analysis and restricted to avoid unnecessary expenses.
Stock/Inventory	Looking after physical inventory checking, control & management, segment-wise actual material cost monitoring, manufacturing cost analysis and supplier support for retro price adjustment. Checking of stock statement month on month basis for changes. Also worked on Bank Stock on monthly basis & submitted report to Management on half & yearly basis.
Analyzing Costing/Reports	Analyzing monthly overhead reports of various cost centers. Preparing the production and maintenance budget for the year and actual analysis on monthly basis. Analysis of Cost sheet expenses, Sales & Profit
MIS & Other work	Preparation and review of monthly MIS. Compiling details of the Materials and direct & indirect expenses for the export order shipped. Monthly reporting on Plastic Basket making business. Checking of Accounting for the cost Centre's. Ensuring accurate and timely monthly, quarterly and year end close.

- ❖ **Worked as Accounts Executive- Accounting worked on SAP 6, in “Deepak Fertilizers & Petrochemical Corporation Ltd.” Navi Mumbai: from (August, 2011 to July, 2012)**

Key Responsibilities:

Working Area	Functionalities
Accounting & ledger scrutiny.	<p>Preparing cheques for advance customer from dispatch report & making excel sheet for cheques deposition in bank.</p> <p>Petty Cash: Payment/Withdrawal/Voucher Entry in SAP & Authorization. PIS Entry in SAP with Invoice printing as & when required from SAP.</p> <p>PIS entries & CN matching in SAP</p> <p>Forwarding ledgers as per requirement of customers from SAP</p> <p>Receipt entries in SAP –RTGS, NEFT & CB payment entries of IDBI /SBI/CORPORATION BANK (HYDERABAD & CHENNAI) deposition.</p> <p>Transferred ledger to customer as per requirement on quarterly/Monthly/Yearly basis from SAP for balance confirmation.</p> <p>Sales Tax form collection & follow-up</p> <p>Submission of Pay in Sleep / LC Documents in Bank.</p>

EDUCATIONAL BACKGROUND

PROFESSIONAL: -

Qualification	Institute	Year	Status/ Scored %
MBA (FINANCE)	YCMOU	2015-17	62%
ICWAI Final YEAR	ICWAI	2019	Pursuing
ICWAI INTERMEDIET	ICWAI	June, 2010	56.12%

ACADEMICS: -

Qualification	Institute/University	Year
B Com	MUMBAI University	March 2007
H.S.C.	MUMBAI University	March 2004
S.S.C.	MUMBAI University	March 2002

CERTIFICATION

- Diploma in Graphics & Multilingual Desktop Publishing (C-DAC) – Jan 05 to April 05, Grade A.
- Certified Course in Accounting Techniques (Tally 9) – Dec 08 to Feb 09, Grade A+
- Certified computer course & Modular Training accredited to ICWAI

TECHNICAL SKILLS

- Have experience of working on accounting software like E-biz, Tally ERP 9, C-DAC & SAP-6.
- Good knowledge of working on MS office and other tools.

HOBBIES/ACHIEVMENTS

- Free hand drawing, Computer animated sketch, Swimming & Playing drums.
- Won championship in Basket Ball from “Karnala Sports club” & 2nd runner up in Basket Ball at District level.

PERSONAL DETAILS

Date of birth : 1st September, 1986

Current Address : PL5, Building No.3, Room No.9, Sector 14, Khanda Colony, New Panvel -410206.

Languages : English, Hindi & Marathi.

Gender : Male

Nationality : Indian