



Contact Details

+91-8983473581
kapilsalagare984@gmail.com

Basic Details

Gender: Male
Relationship: Married

KAPIL DILIP SALAGARE

Profile

Accomplished Account and Administration professional with over 12 years of extensive experience in overseeing accounting functions and administrative operations. Renowned for a strategic approach to financial management, including precise budgeting, forecasting, and reporting. Proven expertise in optimizing processes to enhance operational efficiency, reduce costs, and improve overall productivity. Skilled in leading cross-functional teams, implementing best practices, and cultivating strong relationships with clients and stakeholders. Committed to driving organizational success through meticulous attention to detail and a results-oriented mindset.

KEY SKILLS

- Financial Reporting & Analysis
- GST, TDS & PT Compliance
- Supply Chain Management
- Inventory & Cost Management
- Payroll Administration
- Vendor Relations & Negotiation
- Import-Export Operations
- Transportation Planning
- Balance Sheet Finalization
- Foreign Exchange Management
- Financial Controls Development
- Cash Flow Management
- Data Analysis & Strategic Decisions
- P&L Management
- Warehousing Solutions
- Financial Policy Updates
- Accounts Payable/Receivable
- Financial Record Maintenance

Employment History

Account & Admin Manager, Global Marine Exports, Navi Mumbai

December, 2017 - Present

- Preparing financial reports and ensuring timely filing of GST, TDS, and Professional tax returns.
- Monitoring inventory and cost sheets to optimize management and reduce carrying costs.
- Administering payroll, managing vendor relations, and ensuring timely compensation and compliance.
- Coordinating import-export operations, including customs compliance and documentation.
- Managing foreign exchange transactions and optimizing currency dealings.
- Handling supply chain functions, including raw material acquisition and finished goods distribution.
- Maintaining relationships with suppliers, customers, and financial institutions to support business operations.
- Addressing and resolving government notices, operational challenges, and disputes.
- Representing the firm at industry conferences and liaising with regulatory authorities.
- Developing and implementing financial controls to enhance accuracy and prevent fraud.
- Managing cash flow and liquidity to ensure the availability of funds for operational needs.
- Analyzing financial data to identify trends and recommend strategic financial decisions.
- Facilitating interdepartmental coordination to streamline financial processes and reporting.
- Updating and maintaining financial policies and procedures to align with regulatory changes.
- Negotiating with vendors and service providers to secure favorable terms and pricing.

Accountant, Oasis Business Solutions Pvt. Ltd.

June, 2015 - December, 2017

- Utilized Tally ERP.9 for precise account management and tax compliance.
- Managed import-export payments and coordinated audits for smooth transactions.
- Ensured timely VAT submissions and maintained meticulous invoice documentation.
- Streamlined mail functions and administered payroll systems for financial control.
- Oversaw reconciliation of bank statements and internal accounts for accuracy.
- Managed accounts payable and receivable to ensure timely and accurate processing.
- Implemented and maintained internal controls to safeguard financial assets.
- Prepared financial summaries and reports to support strategic decision-making.
- Tracked and analyzed financial transactions to identify discrepancies and resolve issues.

Accounts Assistant, CA Sachin Gandhi

June, 2012 - June, 2015

- Managed accounts and financial records using Tally ERP.9 for precision and efficiency.
- Prepared and filed corporate and personal tax returns, ensuring regulatory compliance.
- Conducted audits for individuals, firms, companies, societies, and trusts.
- Represented clients before tax authorities and supported litigation processes.
- Processed financial transactions and reconciliations using accounting software.

- Maintained accurate records of financial activities and ensured timely updates.
- Monitored compliance with accounting standards and regulations for accuracy and legality.
- Prepared detailed financial reports and statements for internal and external stakeholders.
- Provided strategic tax planning advice to minimize liabilities and optimize tax benefits.

Education

Master degree in Business Administration,
Sikkim Manipal University,

Master degree in Commerce,
Mumbai University, 2012

Bachelor degree in Commerce,
Mumbai University, 2009

Diploma in ITI (Electrical),
Delhi University,

Languages

- English
- Hindi
- Marathi

Skills

- Microsoft Office - (Microsoft Word, Excel, PowerPoint, Outlook)
- Tally