

Date: 27.03.2026

To,

The Manager,
Listing Compliance Department,
National Stock Exchange of India Limited
(NSE Emerge Platform)
Exchange Plaza, Bandra-Kurla Complex,
Bandra (East), Mumbai – 400 051

Symbol: OPTIVALUE

ISIN: INE15B101011

Subject: Outcome of the Board Meeting held on 27th March, 2026 pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Dear Sir/Madam,

Pursuant to Regulation 30 and Schedule II of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), we wish to inform you that the Board of Directors of the Company at its meeting held today, i.e., 27.03.2026, commenced at 04:10 PM and concluded at 04:19 PM, has inter-alia considered and approved the following matters:

1. Resignation of CS Shraboni Chatterjee from the post of Company Secretary & Compliance officer of the Company:

The Board approved and take note of the Resignation of CS Shraboni Chatterjee from the post of Company Secretary & Compliance officer. Copy of Resignation letter is attached herewith for your kind perusal.

2. Appointment of CS Rasmi as a Company Secretary & Compliance officer of the Company:

The Board has approved the appointment of CS Rasmi as a Company Secretary & Compliance officer of the Company. Resume of CS Rashmi is attached herewith for your kind perusal.

3. Appointment of Internal Auditor of the Company:

The Board has approved the appointment of M/s Amit Jaiswal & Associates, Chartered Accountants as an Internal Auditor of the Company. Profile of M/s Amit Jaiswal & Associates, Chartered Accountants is attached herewith for your kind perusal.

4. Appointment of Mr. Pramod Kumar T.C. as the Chief Finance Officer (CFO) of the company

The Board has approved the appointment of Mr. Pramod Kumar T.C. as the Chief Finance Officer (CFO) of the company. Resume of Mr. Pramod Kumar T.C. is attached herewith for your kind perusal.


Kindly take the above on record and acknowledge the receipt.

Thanking You,

Yours faithfully,

For OptiValue Tek Consulting Limited

**ASHISH
KUMAR**


Digitally signed by ASHISH KUMAR
Date: 2026.03.27 17:25:13 +05'30'

**Ashish Kumar
Managing Director
DIN: 03511258**

Encl.:

1. Resignation Letter of CS Shraboni Chatterjee.
2. Resume of CS Rashmi
3. Profile of M/s Amit Jaiswal & Associates, Chartered Accountants.
4. Resume of Mr. Pramod Kumar T.C.

Date: 10th February, 2026

To,
The Board of Directors,
Optivalue Tek Consulting Limited,
607, 6th Floor, Surya Kiran Building
19 KG Marg, Connaught Place, Delhi

Subject: Resignation from the post of Company Secretary & Compliance Officer

Hello Sir/ Ma'am,

I, Shraboni Chatterjee, hereby tender my resignation from the position of Company Secretary and Compliance Officer of Optivalue Tek Consulting Limited as we are shifting to a new city. The Board is kindly requested to accept my resignation w.e.f, 10th February, 2026 and take the same on your records.

I would like to thank the Board of Directors and the management team for their support, guidance, and the opportunities provided to me during my tenure. It has been a pleasure working with the organization.

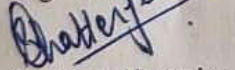
I request the Board to relieve me of my duties and arrange to file the necessary forms with the Registrar of Companies (RoC) and inform the Stock Exchange to give effect to this resignation.

I further request the Board to provide me the following Termination and Relieving Documents to enable me to complete all formalities:

- Copy of Form DIR-12 (Filing my Resignation with ROC)
- Board Resolution accepting my Resignation
- Relieving Letter
- No Dues Certificate
- My Digital Signature

Thank You

Regards



Shraboni Chatterjee
Company Secretary
Membership No.: ACS45903

RESUME

Name: Rashmi

Phone: 7042213438

Email: rashminegi111995@gmail.com

Address: D-18A, Rajpur Khurd, Gali No-4, Chhattarpur New Delhi-110074

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented Company Secretary (CS) Professional/Executive Passed with comprehensive knowledge of the Companies Act, 2013, SEBI (LODR) Regulations, secretarial standards and end-to-end MCA/ROC compliance. Skilled in drafting, maintaining statutory records, preparing minutes, managing board processes and supporting secretarial audits. Hands-on experience in ROC filings, incorporations, statutory documentation and compliance monitoring.

Actively seeking an opportunity in a listed organization to gain deeper exposure to high-level corporate governance, SEBI compliance, investor-related filings, and complex board-level operations. Committed to delivering accuracy, professionalism and strong governance support while continuously enhancing domain expertise.

CORE COMPETENCIES

- MCA/ROC Filings (AOC-4, MGT-7/7A, ADT-1, DIR-12, PAS-3 etc.)
- Drafting Notices, Minutes, Resolutions
- Statutory Registers & Records Maintenance
- Board & General Meeting Assistance
- Basic Knowledge of Incorporation, DIN/KYC, Share Allotment
- Legal Research & Compliance Support
- Documentation & Coordination
- Strong Analytical & Communication Skills

TRAINING / INTERNSHIP EXPERIENCE

21 Months Management Training / Internship (ICSI)

ROC/MCA Compliances & Secretarial Work

- Annual Return filing: Form MGT-7/MGT-7A
- Financial Statements filing: Form AOC-4/AOCx-4 CFS
- Form ADT-1 for auditor appointment
- Form DIR-12 for appointment, regularization & resignation of directors
- Form DIR-3 & DIR-3 KYC / DIR-3 KYC Web
- Form MGT-14 for filing resolutions
- Form INC-22 for shifting of registered office
- Form INC-23 for Conversion of Public Limited Company into Private Limited Company.
- Form SH-7 for increase in authorised share capital
- Form PAS-3 for return of allotment
- Form INC-24 for name change approval from Central Government
- Form STK-2, STK-3, STK-4 & STK-8 for striking off companies
- Form DPT-3 for return of deposits
- Form PAS-6 for Reconciliation of Share Capital Audit
- Form SH-15 for Buy Back of Securities
- Preparation of Board & General Meeting Minutes as per SS-1 & SS-2
- Maintaining statutory registers & secretarial records
- Public inspection of documents on MCA portal

Company/LLP Incorporation & Related Filings

- Incorporation of Companies & LLPs
- LLP-related filings: LLP-3, LLP-8, LLP-11
- Registered office change of company
- Name change of company
- Paperwork for appointment of Directors & Company Secretary

Licensing, Registrations & Legal Documentation

- GST registration, filing GSTR-1 & GSTR-3B
- FSSAI License application
- Trademark filing (device, word, logo)
- Drafting deeds, agreements & legal documents
- Share transfer work & related documentation
- DSC application on Pantasign

Audit & Other Professional Exposure

- Assisted in Secretarial Audit of SMC Global Securities Ltd.
- Prepared compliance data, tracking sheets & documentation

- Visits to ROC & Regional Director for filings and clarifications
- Maintained accurate data and records related to all assigned work

PROFESSIONAL QUALIFICATIONS: -

Institute of Company Secretaries of India (ICSI)

| Course | Group | Month & Year of Passing | Marks Obtained / out of |
|-----------------|--------------|------------------------------------|--------------------------------|
| CS Professional | Group I | December 2021 | 163/300 |
| | Group II | December 2024 | 153/300 |
| | Group III | December 2023 | 157/300 |
| CS Executive | Group I | December 2020 | 203/400 |
| | Group II | December 2020 | 169/300 |
| CS Foundation | | December 2015 | 208/400 |

EDUCATIONAL QUALIFICATIONS: -

| Course | Board/ University | Location | Year of Completion/ pursuing | Percentage of marks |
|--------------------------------------|--------------------------|------------------------|-------------------------------------|----------------------------|
| B.Com | IGNOU | Maidan Garhi | 2017 | 58% |
| Higher Secondary (12 th) | CBSE BOARD | Chhattarpur, New Delhi | 2013 | 67.5% |
| Secondary (10 th) | CBSE BOARD | Chhattarpur, New Delhi | 2011 | 78% |

PROJECTS & ACADEMIC WORK

- Research on Companies Act, 2013 Amendments
- Drafting practice: Minutes, Resolutions, Notices

- Compliance checklists for annual filings

TECHNICAL SKILLS

- MCA V3 Portal Operations
- MS Word, Excel & PowerPoint
- Google Workspace

CERTIFICATES:

- ICSI EDP Completion certificate in year 2022.
- ICSI CLDP Completion certificate in year 2025.

STRENGTHS:

- Quick Learner
- High Attention to Detail
- Good Drafting Skills
- Professional Communication
- Time Management & Discipline

PERSONAL DETAILS:

- Date of Birth: 09.11.1995
- Languages Known: English & Hindi
- Nationality: Indian

I hereby declare that the above information is true and correct to the best of my knowledge.

Date: 05.12.2025

Place: New Delhi

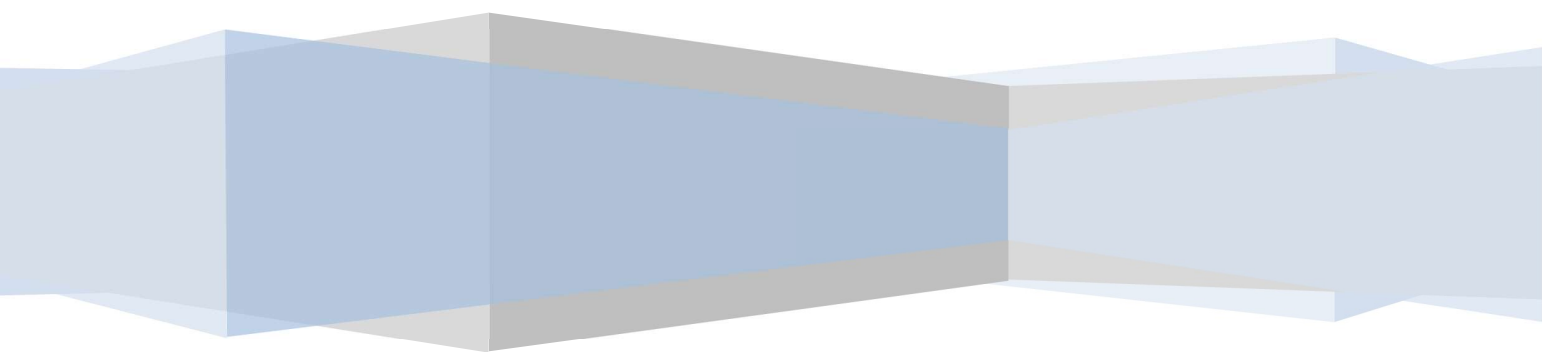
Signature:



AMIT JAISWAL & ASSOCIATES

CHARTERED ACCOUNTANTS

FIRM PROFILE



Amit Jaiswal & Associates

(Chartered Accountants)

THINK OF F.A.C.T. THINK OF US.

Corporate Office:

B-51, Ground Floor, Hotel Holiday Inn,
Mayur Vihar, Phase -I, New Delhi -110091.

Contact Persons:

CA Amit Jaiswal

Contact Details:

Mail us at: caamit.co@gmail.com

Call us at : +91-8800-284-264

INTRODUCTION

At **Amit Jaiswal & Associates (AJA)**, we are all about service and is managed by, highly qualified, experienced and dynamic professionals from the fields of Finance, Law, and Business Administration such as Chartered Accountants, Lawyers, Company Secretaries and MBAs etc. As our business line suggests we are complete one stop FACT solutions, where FACT stands for **Finance, Accounting, Corporate and Taxation**.

We, at Corporate Consultants, believe in a partnership approach and, as such, work towards building a long-term relationship with each client, who we believe is unique and has distinct needs. Our partnering approach assists us in understanding the business of each client, and thereafter, anticipates the distinct business, finance, legal and regulatory implications of the opportunities that arise within their field from time to time. It is due to this approach that we are able to effectively assist our clients in growing rapidly so as to achieve their strategic objectives as well as, help them in meeting and resolving, at an early stage, the challenges, problems and critical issues that confront their businesses from time to time.

We are committed to delivering a service par excellence to all our clients, whether they are from the Small and Medium sector (SME), a big corporate or an individual.

Our Team:

Partners :

CA Amit Jaiswal, CA Shefali Kesarwani, and CA Raja Seth who have vast experience and knowledge in the field of Taxation, Auditing and Financial Matters. We have trained professional and assistants from the field of taxation and law.

Team Members:

Our team comprises of Qualified Chartered Accountants, Company Secretaries, Cost Accountants and Advocates. CA Kanupriya Arora, CA Neelam, CS Awani Vajpayee are the core team members of our firm.

OPERATIONAL PHILOSOPHY

Organisation's operational philosophy is to differentiate it from more academically oriented peers by following highly pragmatic and action oriented approach. It also differs from the other accounting firms in that our personnel can get involved not only in analysis and recommend viable solutions, but also assist in implementation, staff training, as well as in handholding the Clients seeking customized solutions in any aspect of Organizational Development, Management and Finance

AJA provides fully integrated service offering complete and continuously evolving range of business support services. It offers unparalleled excellence in all forms of regulatory compliances. Our personnel bring to bear on every assignment, a clear dedication to quality and responsiveness to our client's needs and development timetable without compromising on objectivity.

We aim at growing and grooming by providing quality and timely services to our clients, which contribute to their growth and advancement. The pursuit of quality is an integral part of fabric of our culture. As a part of our proactive commitment to providing the highest quality service possible, we periodically obtain feedback from clients, the result of which ensure that we continue to meet our clients' need and expectations.

SPECTRUM OF SERVICES

We understand that in this complex business arena where the management is confronted with diverse circumstances, performing all business activities in – house is losing sense as a business strategy. Thus, the call of the day is to be innovative and concentrate on core issues of the strategy and leave the routine issues to those who are proficient to handle them.

We offer a host of specialty services to meet the unique needs of our clients; some of them have been narrated underneath.

SETTING UP NEW BUSINESS - ENTRY SERVICES

We at AJA help you to provide A to Z services associated with starting a new business. There is no need to run from one consultant to another and so on for different jobs as we provide a “TOTAL SOLUTIONS” under one roof. Our services include: -

- Advising on the mode and form of establishment of business in India – concessions and incentives for investing in India, sectoral restrictions, and form of business entity (branch /representative office or subsidiary company)
- Obtaining approvals and registrations from various authorities to carry on business in India – registration of entity, tax registrations, foreign investment compliances
- Business support services viz., providing registered office services, directors, assistance in opening bank accounts, accounting, taxation and corporate secretarial services (explained elsewhere in the profile)
- Assist in registration of place of establishment under local legislation

REGULATORY APPROVALS AND REGISTRATIONS SERVICES

Entity Registrations

- Registration of Company with Registrar of Companies under Companies Act
- Registration of Limited Liability Partnerships under LLP Act
- Registration of Trust / Society / Non-Profit Organisation
- Approval / Registration for setting up Branch / Liaison / Project office with Reserve Bank of India
- Registration of Branch/ Liaison/ Project Office with the Registrar of Companies
- Undertaking due diligence of various laws by a transferee/investee company

Facilitating Foreign Investment

- Obtaining approval from Foreign Investment Promotion Board to undertake activities not covered under automatic investment route
- Obtaining approval from Foreign Investment Promotion Board for transfer of shares of Indian companies from Resident Indians to Non-Resident Indians, and vice versa for sectors not covered under automatic route
- Seeking clarifications on interpretation/applicability of FEMA provisions from Department of Industrial Policy and Promotion Compliances under Foreign Exchange Management Act, 1999
- Preparation and filing of Form FC-GPR pursuant to issue of Shares to a Non-Resident investor
- Seeking approval for Transfer of Shares from Resident to Non-Resident and vice versa
- Compounding of offence on contravention of FEMA regulations

- Seeking case specific clarifications from RBI Regional/Central office
- Approval for extension of operation of Liaison office or Branch office established by a foreign entity in India
- Obtaining various approvals under FEMA Act, Rules, Regulations, Notifications, Circulars, Press Notes etc.

INCOME TAX COMPLIANCES

- Preparation and Filing of Income Tax Return for Corporate and Individual Assesses
- Preparation, filing and obtaining approval for claiming exemption under Section 12A and 80(G) of the Income Tax Act, 1961 applicable for Trust and Societies
- Preparation, filing and obtaining approval for claiming exemption under Section 197 of the Income Tax Act, 1961 for deduction of TDS at lower rate
- Preparation and Filing Computation of Income and Income Tax Return with Income Tax Department
- Preparation of tax withholding certificates and filing of annual withholding tax returns in ASCII Format
- Attending the Income Tax cases related to assessment of corporate tax return and withholding tax return and cases falling under scrutiny under Section 143 of the Income Tax Act, 1961
- Preparation of Appeals related to Income Tax cases and appearing before Appellate Authorities
- Day-to-day advisory services on taxation matters

INDIRECT TAX

GST Registration

- Assistance in Obtaining GST registration.
- Assistance in amendment of existing GST registration.
- Assistance in obtaining Input Service Distributor ('ISD')/ Tax Deduction at Source ('TDS')/ Tax Collection at Source ('TCS' registration).

Goods and Services Tax periodic compliances

- Assistance in computation of monthly GST liability.
- Assistance in preparation and submission of monthly GST return.

GST Consultancy Services

- Advising on operations / transactions of clients from an Indian tax perspective in terms of the various taxes applicable and tax benefits / exemptions / set offs available.
- Conducting Health Check / Credit reviews to identify planning opportunities available and optimizing the overall Indirect Tax incidence.
- Due Diligence reviews.
- Advice on execution of Turnkey Projects / EPC Contracts involving planning at the Bidding stage, structuring of contracts, identification of tax optimization opportunities, devising the most tax efficient models and comprehensive range of compliance services subsequent to the bidding stage.
- Providing on-call advisory services on specific Indirect Tax queries raised by the clients from time to time.
- Drafting, filing and processing of Refund claims.
- Assistance in indirect tax audits and assessments, including representation before the Indian Tax Authorities.

PAYROLL PROCESSING AND HR SUPPORT

- Creation and maintenance of employee database
- Structuring of salary of employees
- Processing employee monthly payroll, answer payroll related queries from the employee or from the Company as and when requested and issuing pay slips to employees
- Income Tax Computation, Payroll Withholding Tax Deduction, issuing salary certificates (Form -16), Annual returns (Form-24)
- Tracking of perquisites (Medical, Leave Travel allowances, etc.) as per employment terms
- Monthly Deposit of P.F. & ESI and Maintenance of employee-wise details for Employee's P.F. & ESI
- Preparation and Filing of P.F. & ESI Return
- Providing web-based solutions to the employees and management

ACCOUNTING SUPPORT

- Maintenance and keeping of books of accounts.
- Process all payments after checking the accuracy of the invoices as per Company guidelines and general principles of good business practices
- Ensuring proper internal documentation along with the invoices
- Adhering to withholding tax laws
- Reconciliation with various vendors for the outstanding dues
- Processing employees' expense claims
- Transaction entry into accounting software

- Bank account operations and reconciliation
- Processing of petty cash expenses
- Month / year-end reporting and funds monitoring
- Update fixed assets register with acquisitions/disposals on a regular basis
- Apprising employee on the procedures and policies as and when required
- Preparation of financial statements in compliance with local / parent reporting requirements
- Assistance in statutory and internal audit

SYSTEMS / INTERNAL AUDITS

- Create an enterprise wide risk-based audit program
- Combat fraud by advocating high ethics throughout the organization
- Broaden audit scope to address third-party and vendor risk
- Collaborate with the stakeholders expectations from value protection to value enhancement
- Assessment of the company's structure, technology use, methodologies, people, approach performance relative to plans, policies
- Assessment of the company's procedures relative to professional standards, best practices and the needs of its customers
- Communicate management and/or audit committee the results, which act as a catalyst for change, resulting in greater assurance and enhanced client satisfaction

CORPORATE SECRETARIAL SERVICES

- Undertaking detailed Secretarial Audit of the Company's records
- Incorporation of Companies
- Maintaining all Statutory Registers including the Minutes Book of Directors' Meetings and Shareholders' Meetings
- Filing and filing of all ROC Forms
- Obtaining Director Identification Number and Digital Signature Certificate for Directors
- Shifting of registered office from one State to another
- Changing the Name / Main Objects of the Company
- Registration of Foreign Companies
- Carrying out search and preparation of Search Reports
- Registration of charges with the ROC

DE-REGISTRATION OF ENTITIES

- Undertaking the whole process of liquidation/winding up of an Indian entity
- Undertaking the process of Demerger of an Indian entity
- Closure of Liaison office or Branch office of a foreign entity in India
- Approval for repatriation of funds to the Parent entity of the Liaison office or Branch office in India

CONVERSION OF FINANCIAL STATEMENTS IN XBRL

- Analyze the Financial Statements to be converted in XBRL
- Mapping and tagging of the XBRL taxonomy elements as defined by MCA with the various heads in the financial statements of the Company
- Creation of instance document that contains business reporting information
- Pre-scrutiny of the instance document before validation at the MCA portal
- Validation of the instance documents with the MCA portal
- Assistance in certification from Statutory Auditor/ Practicing Professionals

Modus Operandi

The core of our service philosophy is to deliver genuine value to our clients. We have agreed to follow an international standard of quality. Our approach to all assignments, reviews and special engagements emphasizes careful planning and control throughout the engagement. We have developed both a standard methodology and a structured approach that is used on each and every engagement handled by us. We judge our success in terms of the client's appreciation and the degree to which our recommendations are implemented.

Effective, ongoing communication during the progress of the assignment between all concerned is considered necessary and in fact religiously practiced by the Company's personnel in all work assignments. This enables speedy completion of the assignments and final reporting to the Clients. Adequate attention is paid to the highest standards established in the professional field. Confidentiality of the information obtained from the Client as well as that of its working philosophy and business practices are maintained at all times and no information to outsiders is made available.

Our Major Cliental

Statutory Audit:

- 1. Samoo Designers & Engineers India Private Limited (A Subsidiary of Foreign Company **Samoo Architects and Engineers, Korea**)**
- 2. Servomax India Private Limited**
- 3. NTPC Jal-Vidyut Awasiya Swayat Sehkarita, Dehardun**
- 4. Milani Cultural & Welfare Association**
5. Ienergy Innovative Solutions Private Limited
6. Altair Electronics Limited
7. Aradhya Constructions
8. Serwel Electronics Private Limited
- 9. Elets Technomedia Private Limited, A media Company**
- 10. Medaxis Healthcare Private Limited, Chain of Medical Hospital**
11. Aeiforia Constructions Private Limited
12. Centre for Science Development and Media Studies (CSDMS)
13. Bumblebee Electronics Private Limited
14. G-Land Packaging Solutions Private Limited
15. Startedge Ventures India Private Limited
16. RSA Power Private Limited
- 17. Stolar Systems Private Limited**
- 18. Telus Recruitment Services Private Limited**
19. Paramakhsa Prodyogiki Private Limited.

20. Prommitto Vehicles Certifications Private Limited
21. Leela Rani Constructions
22. Udaan Books Private Limited
23. Kinesis Eyecare India Private Limited
24. Retas Enviro Solutions Private Limited
25. Brother Logistic India Private Limited
26. Fordeal Technology Private Limited
27. Vavci Holding Private Limited
28. Vavci technology Private Limited
29. Vavsmart Private Limited
30. Aleph Accreditation And Testing Centre Private Limited
31. Gaga Exports
32. Fordeal Technology Private Limited
33. Vavci Technology Private Limited
34. Vavci India Private Limited

Transfer Pricing Report (On Assignment Basis)

1. Mohan Clothing Company Private Limited (Manufacturer of men readymade apparel in brand name of "**Blackberrys**".)
2. KEI Industries Limited (manufacturer of KEI brand electrical wires).
3. Pentair Water India Private Limited (A subsidiary of US MNC).
4. **Paramount Communication Limited**, New Delhi
5. **National Textile Corporation**, New Delhi
6. Pentair Water Treatment Private Limited, Noida

7. Pentair Clean Process Technologies, Private Limited, Chennai.
8. Rungta Teas, West Bengal
9. Taj Computers Private Limited, New Delhi.
10. Udaan Books Private Limited, New Delhi.

Internal Audit, Certification and Management Consultancy:

1. Magna Automotive India Private Limited (Leading automotive supplier company for "**FORD MOTORS**")
2. Hindustan Steelworks Constructions Limited (**HSCL**) (A construction organization under the Ministry of Steel, Govt of India)
3. National Projects Construction Corporation Limited (**NPCC**) (A construction organization under Ministry of Irrigation (Currently Ministry of Water Resources)
4. Fine Home Co-op Group Housing Society Ltd
5. Silver Estate Parivar Society
6. Accuracap Consultancy Service Private Limited (A portfolio management Company)
7. HCM Info Systems Pvt Ltd
8. Spectra Creative Solutions Private Limited (Service company)
9. Mabood Internal (Exporter of Carpets and Ruggs based in Badohi);
10. MKR International (Exporter of Carpets and Ruggs based in New Delhi)
11. Savvy Overseas (Trader of Chemicals based in New Delhi)
12. S.S. Tardex (Trader of Chemicals based in New Delhi)
13. Kinesis India (Surgical and Medical Equipment supplying firm).
14. Silver Estate Parivar Society

15. Book a bus Tour Services
16. Ebus Tour Services
17. International Tourist Center

Clients in Academics and Educational Institutions

- 1. Centre for Assessment, Evaluation and Research (C.A.E.R).** (A joint Venture of **C.B.S.E.** and **Pearson Group U.S.A.**).
- 2. Colonel's Academy (School based in Indore).**
- 3. Colonel Fateh Jang College, Mhow, Indore**
- 4. Aviraj World School, Rewari**
5. Think Unique Infomedia Private Limited.
- 6. MAH Charitable Trust.**
- 7. Akshwat Foundation.**

Clients in Alcohol Industries:

1. Neilson Global Holdings (Europe)
2. The Blue Enterprises
3. Monika Enterprises
4. 7inks Brews Private limited
5. Monika Alcobev Private Limited

Clients in Manpower and Staffing Solutions:

1. Expedite Software Services Private Limited
2. AE Securitas International Private Limited
3. Ajgar Security Services Private Limited
4. Omshti Trends





PRAMOD KUMAR T C

Mobile: +91 98863 93265

Email: tcpramod@hotmail.com

<https://www.linkedin.com/in/pramod-kumar-a182a13a/>



In quest of challenging assignments in Finance/Business Operation/Sales Accounting with organisation of repute.

Professional Synopsis

- ✦ A dynamic professional with **more than 20years** of rich experience in Finance Management, Accounting, Business operation, Sales administration and Inventory planning.
- ✦ **From June 2015 to April 2025 with M/S HEALUX INTERNATIONAL PRIVATE LIMITED as D G M - Finance.**
- ✦ Additional experience in the areas of Sales Administration, Business Operation, Auditing, Banking, Budgeting & MIS Development
- ✦ Expertise in analyzing and improving systems and procedures, preparing business continuity plans, designing internal control systems and facilitate effective decision-making.
- ✦ Ability to develop a detailed Business Plan to meet the objective of maximizing revenues.
- ✦ Proficient in centralized order processing, developing commission schemes for sales force, credit wetting and control, commercial operation.
- ✦ Experience in implementation of ERP software.
- ✦ Proficient in consolidation of Financial Accounts with good exposure in ERP.
- ✦ Good knowledge in secretarial compliances of a private limited company.
- ✦ A keen analyst with exceptional interpersonal skills and strong relationship management, team building, problem solving and organizational abilities.

Roles & Responsibilities

Finance & Accounting

- ✦ **Financial Planning and Analysis (FP&A):** Lead the development and implementation of financial strategies, plans, and budgets aligned with organizational objectives. Conducting in-depth financial analysis to identify trends, variances, and key performance indicators. Evaluate and recommend opportunities for cost reduction, revenue enhancement, and operational efficiency improvements to senior management based on analysis findings.
- ✦ **Budgeting and Forecasting:** Manage the annual budgeting process, collaborating with department heads to establish financial forecasts and allocations. Develop rolling forecasts, long-term financial projections and strategies to support the company's long-term growth objectives.
- ✦ **Financial Reporting:** Oversee the preparation and distribution of accurate and timely financial statements, including income statements, balance sheets, and cash flow statements, and other relevant reports. Ensure compliance with regulatory requirements and Indian accounting standards (Ind AS). Present financial reports and analysis to executive management, board of directors, and external stakeholders.
- ✦ **Financial Operations Management:** Supervise day-to-day financial operations, including accounts payable, accounts receivable, payroll, and general ledger activities. Implement and maintain robust internal controls and financial policies to safeguard assets and ensure accuracy of financial data. Streamline financial processes and systems to enhance efficiency and reduce costs.
- ✦ **Cash Management:** Managing cash flow and liquidity to meet operational needs and optimize working capital efficiency. Developing strategies to maximize cash resources and minimize borrowing costs.
- ✦ **Risk Management:** Identify and assess financial risks, such as market risk, credit risk, and operational risk. Develop risk mitigation strategies and contingency plans to safeguard the organization's financial health.
- ✦ **Audit and Compliance:** Appoint, coordinate and support both internal and external audit teams to conduct internal, stock, statutory and tax audits. Facilitate seamless communication between the audit teams and relevant stakeholders for timely conduct and closure of audits. Ensure the integrity and accuracy of financial reporting, compliance with standard operating procedure, accounting standards and regulatory requirements. Addressing audit findings and implementing corrective actions as needed.
- ✦ **Treasury Management:** Managing relationships with banks and financial institutions to optimize banking & payment gateway services, negotiate favorable terms, and minimize banking fees.
- ✦ **Tax Planning and Compliance:** Overseeing tax planning strategies to minimize tax liabilities while ensuring compliance with tax laws and regulations. Filing tax returns accurately and on time.

- ✦ **Financial Systems and Processes:** Evaluating and optimizing financial systems, processes, and procedures to improve efficiency, accuracy, and scalability. Implementing automation and technology solutions where applicable.
- ✦ **Risk Management:** Identifying financial risks and implementing strategies to mitigate them, including currency risk, interest rate risk, credit risk, and operational risk.
- ✦ **Stakeholder Communication and Relationship Management:** Serve as a financial advisor to executive management and board of directors, providing insights and recommendations on financial matters. Build and maintain relationships with key internal and external stakeholders, including investors, lenders, and financial institutions.

Sales Administration & Business Operations

- ✦ **Order Fulfilment:** Product master creation, activation, pricing, order verification, credit allocation, credit extension, store allocation, assign pick and pack, verifying package & labels, shipping manifest and schedule, track shipment and logistics management.
- ✦ **Centralized Process:** Process the customer orders logged in through customized ERP software, mobile app and e-commerce platform and ensuring seamless coordination and timely fulfillment of orders and 100% billing is accomplished to meet customer demands.
- ✦ **Collateral Management:** Managed collateral for credit orders, including post-dated cheques and ECS mandates, to ensure the security of credit order transactions and mitigate financial risk.
- ✦ **Sales Commission:** Developed and implemented commission schemes to incentivize sales team performance, aligning with company objectives and market dynamics. Established comprehensive tracking systems to monitor sales performance and accurately release of sales commission payments as scheduled, ensuring compliance with company policies and regulations.
- ✦ **Supply Chain Management:** Directly handling inventory planning to optimize inventory levels, minimize carrying costs, and ensure product availability. Manage the transportation, warehousing, and distribution networks to ensure timely and cost-effective delivery of products.
- ✦ **Contract Management:** Onboard and manage relationships with external partners such as suppliers, logistics, and technology vendors. Negotiate contracts, ensure service level agreements are met, and collaborate with partners to optimize fulfillment, logistics, and technology integration.
- ✦ **Receivable Management:** Heading a credit control team to assess creditworthiness, set appropriate credit limits and manage collaterals. Led a team of collections specialists to effectively recover overdue accounts.
- ✦ **Warehouse and Logistics Management:** Ensure the availability of materials in various warehouses of the company on time for meeting the delivery schedules. Analyzing inventory data to identify trends, forecast demand, and optimize inventory replenishment strategies to effectively maintain optimal inventory levels across the warehouses while minimizing carrying costs and stockouts. Managing the logistics from first-mile to last-mile delivery, including carrier selection, route optimization, and freight negotiation.

General Management

- ✦ **Team Leadership and Development:** Hire, train, mentor team members and develop key talent, foster a culture of accountability, continuous learning and promote a positive and collaborative work environment. Provide guidance, coaching and support to foster the professional growth of the team and ensure the department's effectiveness.
- ✦ **Continuous Improvement:** Driving continuous improvement initiatives within the finance and sales administration function, seeking opportunities to streamline processes, reduce costs, and enhance the value delivered to the organization. Creating various processes, SOPs and policies in order to standardize the finance and sales operations.
- ✦ **Performance Management:** Establish key performance indicators (KPIs) and metrics to assess operational performance. Monitor, track progress, and analyze performance to identify areas for continuous improvement and implement corrective measures. Drive operational excellence and ensure the performance targets are met.
- ✦ **Customer Relationship Management:** Oversee the development and implementation of CRM strategies to enhance customer engagement, retention, and loyalty including understanding customer needs, addressing complaints, and fostering long-term partnerships. Ensuring data accuracy and generating reports to provide insights into sales performance and customer behavior.
- ✦ **Software Development & Implementation:** Spearheaded the development of comprehensive software requirement documents, outlining detailed specifications and functionality criteria to meet business objectives and user needs. Acted as a liaison between business users and development teams, advocating for user needs and preferences while maintaining a focus on project deliverables and timelines. Provided training and support to end-users during the implementation and rollout of software, facilitating smooth transitions and maximizing user adoption and satisfaction.

Competencies in other area.

- ✦ **Human Resource Department:** Handled HR division of the company including recruiting people, payroll and labor laws.

- ✘ **Secretarial & Corporate Governance compliance:** Ensure the secretarial compliances by conducting the Board Meeting and Annual General Meetings and maintaining proper records of Board Meeting and Annual General Meeting, Filing the returns on time in coordination with the Company Secretary.
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Achievements:

- Developed commission and bonus modules for the agents, middle and top level sales managers thereby able to reduce the overall commission cost by 1% against Turnover and contributed the compounded growth of the organization.
- By constantly reviewing the existing process and making necessary changes, were able to reduce the duplication of work and there by saving the precious time and cost for the company.
- Successfully increased the order acceptance level from 91% to 96%.
- Able to process and disburse the commission to 5000 plus sales force on time constantly which is directly related to morale and retention of free lance sales force.
- Part of the project team for successfully implementing ERP software(Microsoft AX) for the Company
- Successfully handling banking needs of the company, made new banking relations, developed and coordinated the e-platforms for collection and disbursements which significantly helped the cash collection of the company.
- Developed new system for managing around 35K post dated cheques worth of 100 million per month, its storing, tracking, banking and realization.
- Successfully handling the Cash Management Services of the company through Corporation bank.
- Leading the internal audit team of the company and handling of 20 plus internal auditors across the nation.(can be explained) significantly improved the efficiency of the organization and internal controls.
- MIS to the Management in Bangalore and Head Quarter at Switzerland inclusive of Sales trend, Consumption pattern, Product wise sales etc.

Previous Assignments

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|------------------------|---|
| <i>Dec'98-May'15</i> | <i>M/S AMC Cookware (India) Pvt Ltd, Bangalore</i> |
| <i>Nov'93-Nov'98</i> | <i>M/S. ROOFT INDUSTRIES LTD, Bangalore as Regional Accountant</i> |
| <i>April'92-Oct'93</i> | <i>M/S. M P ASBESTOS PVT LTD., Bhopal as Accounts Assistant-Cum-Cashier</i> |

Academic Credentials

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| 1991 | B COM from University of Calicut – Kerala |
| 2006 | P G Diploma in Financial Management from Indira Gandhi National Open University. |

Personal Details

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| Date of Birth | 26.05.1971 |
| Address | Flat No. 214, Aryan Pebble Bay, 3 rd Main Road, Anam Enclave, Ashwath Nagar, Thanisandra, Bangalore – 560 077 Karnataka, INDIA Mob: 9886393265 |

PRAMOD KUMAR T C