# CHETAN SEHGAL

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***Senior level assignments in Accounts & Finance with an organization of repute***

* Pro- active and result oriented with over **15 years** of experience in all aspects of accounting and finance management.
* Presently working as **Manager – Global Treasury in Capgemini India Pvt. Ltd.**
* Demonstrated hands on management style in the development and implementation of strategic plans, to ensure company growth.
* Proficient in handling operations in compliance to the rules and regulation laid by various governing bodies.
* Extensive experience in conceptualizing and implementing financial procedures, working capital management, profit monitoring and building internal financial controls.
* Ascertain needs and goals, streamline operations and envision new concepts. Effectively communicates direction and commits people to action, a team player.

**AREAS OF STRENGTH INCLUDE**

**Treasury , Forex and Insurance** : Tracking forex movements to enable hedging of receivables effectively. Cash flow and fund flow planning. Interfacing with banks and other financial entities for investments, forex related transactions, hedging and fund related transactions. Ensuring the investible surplus is invested efficiently to enable a higher return on the investment . Coordinating the renewals of company’s insurance policies, claims processing and interfacing with insurance companies and intermediaries

**Financial Planning:** Managing the overall financial functions determining financial objectives and designing & implementing systems, policies & procedures to facilitate internal financial controls. Formulating business plans / strategies for maximizing profitability & revenue generation & realize organizational goals. Performing analytical review of financial statements and evaluation of internal control systems for carrying out Internal / Statutory Audits. Co-ordinating with Statutory and Tax Auditors.

**Accounts & Finance:** Monitoring cash flow of the company to review the cash position and forecast funds required for various expenses. Designing and implementing systems & procedures; supervising and preparation of financial statements. Checking data, maintaining and scrutinizing statutory books of accounts viz, journal, ledger, cash / Bank book and subsidiaries in compliance with time & accuracy norms. Setting up a process for smooth AP processing

**MIS:** Supervising the preparation of MIS reports to provide feedback to top management on financial performance, viz. fund management and aging analysis. Ensuring that the accruals at the end of the month accounted properly. Providing MIS related to Forex, insurance and reconciliations. Monitoring bank reconciliations effectively

**Taxation/ Auditing:** Interfacing with taxation authorities for timely filing of TDS, and Income Tax assessments, filing of various Forms, Returns. Co-ordinating with the internal auditors and statutory auditors to provide necessary inputs for successful completion and successful resolution of queries arising there from.

**EMPLOYMENT PROFILE**

**Since 30.11.2015 : Capgemini Services India Pvt. Ltd.**

**Lead Consultant Global Treasury**

* + Monitoring of Banking Operations , banking relations
  + Handled Banking relationship management. Fund and non fund based limits.
  + Co-ordinating the Internal and Statutory audit requirements
  + Investment of Surplus fund for better returns
  + Handling Treasury Function for Capgemini FS GBU including Collection, Banking Relationships, Reporting, Credit Risk analysis, Forex Conversion, Forward hedging, limit sanctioning, Working capital Management , and acting as Cash Controller
  + India Banking , Short term Funding, CMA Data, Letter Of Credit, Bank Guarantee
  + Review with Receivables team to monitor aged receivables to ensure timely collection. Managed to meet the agreed Business cash flow. Working Capital/long term loans.
  + Managing Treasury and Cash Management, Global FX management, Forward Hedging, Cash Flow Reporting, Inter-Company Fund Management, Investments, Cash Control, Established Cash Forecast (Rolling Forecast 1+11), Cash Budget, FX Payments, DOR, BCF, and BCF to GOP Recon.
  + Managing global & India treasury and corporate finance function involving funds of more than half billion Euros and collection and funding for entire FSGBU for 23 countries, catering under Shared service.
  + Controlling Bank Liaisons, Surplus Investment, Fund Planning, and Management, working capital & Credit limit.
  + Active Participation in Invoicing and Revenue accruals co-ordination, reinstatement, Forex and closing.
  + Piloting streamlined collection and review of AR Ageing invoices, Chasing Collection .
  + Steering cash flows for the entire Global BU extending operations in various countries including entire North America, India, UK, Europe , Midle east and many APAC countries.
  + Controlling inter-company funding, statutory compliance and governance, operational working capital, funding and investment optimizing any arbitrage opportunity.
  + Coordinating Cash Flow Management & Reporting, IC Management, and Intercompany Fund Management.
  + Supervising Support Functions Cost Control, MIS Reporting, Budgeting, Cash Forecasting and Analysis.
  + Execution of hedge contract, Forex payment (A1 & A2), wire transfer,LC, BG, Release order, Monitoring Charges & forex conversion, softex, and accounting of same, along with accrual & reinstatement,
  + Daily Global cash position reporting by currency, by legal entity, by bank along with reasons for changes in daily cash balances.
  + Inter company and Intra Company transactions accounting , auditing and completion of transactions

**August’15 to Nov’15 : Hansa Management Services Pvt. Ltd.**

**Manager Treasury**

* + Preparation of cash flows for monitoring the business operations and performance
  + Preparation of projected cash flows required in projects for bank funding presentations
  + Track the overall surplus balances and recommend investment options
  + Managing Forex ( conversions , daily requirements, etc.)
  + Preparation of budgetary cash flow statements related to currencies
  + Preparation of MIS related to Treasury activities

**June’07 to August’ 15: Zensar Technologies Ltd.**

**Manager Treasury**

* FOREX Tracking and accounting :
  + Actively tracking the currency (USD , GBP and ZAR)
  + Booking forward contracts
  + Preparation of MIS and supervising accounting
  + Co-ordinating with company’s forex consultants
  + Preparation and submission of FDI return
  + Accounting and auditing related to Forex gains / losses
* Fund management and Accounts receivable management :
  + Preparation and review of global cash flow
  + Holding and participating working capital meetings to track and understand the debtors in various territories / regions
  + Ensuring the Cross charge invoices have been regularly raised as per the agreements and their tracking
  + Actively monitoring global cash flow to enable surplus to be remitted to India
  + Reviewing the investible surplus available locally
  + Reviewing the returns and class of investments as per board policy and making investments accordingly as per surplus available
  + Co-ordinating the funding requirements for various teams
* Accounts Payables management :
  + Supervising the team for payments processing
  + Checking approvals ,vendor management, co-ordination between departments for processing of payments
  + Checking and co-ordination to the applicability of TDS
  + Supervising the processing of international payments A1 and A2
  + Completeness and accuracy for the accounting of these transactions
* Audit and accounting :
  + Co-ordinating with Statutory and internal auditors for their requirement
  + Input for quarterly audit and accounting , accruals , reconciliations and revenue recognition
  + Monitoring and ensuring accuracy of the bank reconciliation for INR and forex bank accounts
  + Implementation and regular documentation of AS-30 for forex hedges
* Inputs for RFPs / RFQs related to International insurance policies in this connection co-ordinating with the legal , contract excellence teams and pre sales teams
* Banking and Insurance :
  + Managing the banking relation for the company
  + Co-ordinating with banks for fund based and non fund based requirements of the company locally and internationally ( LCs , BGs , SBLCs , etc.)
  + Covenant testing and reporting to bankers as per guidelines which had been noted in sanction documents
  + Monitoring the daily cash flow to maintain a balance or invest surpluses for daily requirement
  + Coordinating with the respective teams for PCFC related requirements
  + Co-ordinated with valuers from time to time for carrying out valuation of properties and assets for fulfilling bank requirements of maintenance of limits and funding
  + Calling for competitive quotations for Company’s insurance policies
  + Preparation and co-ordination of the data for proposals / questionnaires for insurance renewals
  + Co-ordinating the processing of insurance claims
* Compliance :
  + Co-ordinating with the AD (authorized dealers – banks) for completing the RBI compliance formalities with respect to foreign branches and subsidiaries ( filing form ODI, APR,etc.)
  + Co-ordinating with respective teams for completing compliance requirements for subsidiaries and branches
* PF investments :
  + Co-ordinating between the PF team and the intermediaries to call for competitive quotations and investing the funds on a timely basis
  + Co-ordinating the meeting of the PF trustees for their review and approvals
* Co-ordinating with various departments for the provision of information to rating agencies (ICRA) for sanctioned bank limits ( Zensar has been given LAA for long term sanctioned fund non fund based bank limt and A1+ for Short term sanctioned bank limit)

**Apr’06 till June’ 07 : Royal Sundaram Alliance Insurance Co. Ltd**

**Manager Accounts (Western Region)**

* Directing the overall accounts & finance operations for 5 branches across western region.
* Remarkable efforts towards providing inputs for regional financial results.
* Facilitating the implementation of business strategy, with respect to financial plans and targets
* Ensuring appropriate service to internal customers in line with quality standards.
* Major role in reviewing, developing and improving the financial business processes thereby optimizing efficiency and improving customer satisfaction.
* Ensuring implementation of appropriate procedures to maintain the security and confidentiality of financial records (paper, electronic, etc.)
* Monitoring business performance, analyzing variances against plans/ budgets, and recommending appropriate action to support delivery of agreed performance targets.
* Resourcefully managing the following accounting functions:
  + Receipting of premiums.
  + Processing claim payouts.
  + Expense payments.
  + Bank reconciliations.
  + TDS payments and returns.
* Actively involved in following up and co-ordinating with other insurance companies regarding co-insurance transactions.
* Preparing and submitting monthly reports to management (accruals and reconciliations).

**Jan’04 to Apr’06: ICICI Bank Ltd**

**Assistant Manager**

* Monitored cash balances of branches towards weeding out & identifying areas of waste and requirement.
* Interfaced with other departments for resolution of issues if any.
* Successfully handled internal cash related branch returns / reports.
* Successfully monitored the Inter branch reconciliation accounts of the bank.
* Coordinated resolution of the outstanding entries for minimizing the aging of the entries.

**Mar’03 to Dec’03: HDFC Bank ltd**

**Assistant Manager**

* + - Monitored the overall payment processing operations encompassing vendor revenue payments foreign payments and payments to internal customers.
    - Ensured all processing as per the six sigma parameters.
    - Verified TDS and Service Tax related compliance for payments.
    - Synchronized activities to facilitate smooth end to end functioning of the Payment desk.

## Nov’98 to Mar’03: Mega Ace Consultancy [India] Ltd

**Manager Accounts and Financial Planning**

* Administered various accounting activities functions and preparation of MIS reports.
* Handled Advance Tax Planning for the company and assisted in the representation of block assessment case under the income tax act.
* Successfully executed an assignment for formulating initial “User requirement Definition “ for the Banque National de Paris, Mumbai towards the development of an “Expense management System”
* Executed the preparation of an Accounting Manual for setting up accounting system & reporting formats.
* Devised and effectuated various financial plans for project Advisory assignments.
* Led the project for representing the Company to the Government of Orissa – Education department; an assignment for introducing I.T. education in school curriculum in Orissa at all levels.
* Acted as a branch coordinator between the branch/ head office in regards to MIS & operational reports.
* Monitored the cash flows as regards the Operations.

**1997 to 1998: Anand Mehta & Co., Chartered Accountants**

**In charge of the Pune office**

* Played a key role in setting up the office at Pune.
* Conducted and supervised various statutory audits
* Involved in planning the assignment schedules in coordination with clients.
* Conducted and supervised management audit assignments.
* Carried out various Tax related matters including liaison with tax authorities.

**ARTICLESHIP**

**1992 to 1995 Price Waterhouse, Pune Article Clerk**

* Successfully handled the following assignments:
  + Statutory audits
  + Management audits / Internal Audits
  + Limits review Packages
  + Due diligence reviews
  + Tax audits
  + Royalty certificates

**ACADEMIC CREDENTIALS**

2007 MBA **(PGP- MS, Finance)** from Welingkar Institute of Management, Mumbai .

2012 Attended training for the Dip IFRS conducted by ACCA , UK by Consult IFRS

1998 International Capital market qualification from Securities Institute of London, London.

***Modules:***

1. International Equity Markets
2. Fixed Interest Bonds

1997 Intermediate Chartered Accountant from Institute of Chartered Accountants of India.

1. Bachelor of Commerce from University of Pune, Ness Wadia College of Commerce.

**COMPUTER PROFICIENCY**

1. Oracle Financials
2. X gen and Sun Vision
3. Finacle at the ICICI bank
4. MS Office, MS PowerPoint and MS Access
5. Finware and FCC UBS software packages in HDFC Bank Ltd
6. RAMCO e applications – Accounts Payable Module
7. ADP exposure

**Team sizes handled**

1. Mega Ace Consultancy : 5

2. HDFC Bank Ltd. : 25

3. ICICI Bank Ltd. : 3

4. Royal Sundaram Alliance Insurance : 8

5. Zensar Technologies Limited : 3

6. Capgemini : 5

**DATE OF BIRTH**: 5th July 1972