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| **Gaurav****SENIOR LEVEL ASSIGNMENTS: ACCOUNTS, TRADE, FINANCE&OPERATION**“A dynamic and versatile leader offering **9 years** of experience with commendable contribution in financial and management accounting functions both in operational and regional roles & rendering cost savings for the organization” |
| **Manager**In UAEPersonal Details**Date of Birth:** 5th May 1986**Languages Known:** Gujarati, English & Hindi **Address:** DUBAI UAE**Driving License:** UAE / GCC Driving LicenseIT SkillsMS Office (Word, Excel & PowerPoint) and other Internet ApplicationsTally 5.4, 6.3, 7.2, ERP 9 and Microsoft ERP Software (SAP FICO Module), Concept, Quickbooks | Profile Summary |
| * A competent professional withexpertise in spearheading trade finance & accounting functions involving determining financial objectives, designing & implementing systems & procedures to facilitate internal financial and process controls
* Broad, versatile, and visionary leader with a track record of establishing consistent and business practices, enhancing controls for credit risks; instituting controls, teamwork and productivity throughout the entity
* Expertise in understanding operational & frontline nature commercial functions involving Financial Operations Management, Revenue Accounting, Account Payable Accounting and Financial Reporting
* Proven skills in improving operations, impacting business growth & maximizing profits through internal control & productivity
* Successfully implemented the Tally ERP 9, Quick books, and Microsoft Navision/Dynamics ERP version in the organisation
* Enterprising strategist & implementer with proficiency in spearheading business globally to accomplish corporate plans & goals successfully

Academic Details* **B.Com.** (Advance Accountancy) from Saurashtra University, India in 2008

**Other Course:*** **Stenography (English)** in Computer from Industrial Training Institute, India in 2004
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| Career Timeline |
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| **Group of company in UAE as Manager****Bhavin Impex Pvt. Ltd. as Accountant****Chartered Accountant Oza&Thakrar Associates Co. as Sr. Accountant & Auditor** 2015-Present2011-20152010-20112009-20102008-2009**Proline & Global Timber Group as Assistant Manager FMCG****Radhakrishna Hospitality Services Pvt. Ltd. as Jr. Accountant** |

Core Competencies

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| **Strategic Planning & Control** | **Trade Finance Operation** | **MIS Reporting** |
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| **Internal & Statutory Audits** | **Compliance** | **Financial Accounting** |
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| **Budgeting**  | **Bank Reconciliation** | **Resource Management** |
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| Organizational Experience**Since Aug’15with Group of company, UAE as Manager****Sep’11 – Jul’15with Proline & Global Timber Group, UAE as Assistant Manager****Apr’10 – Aug’11 with Bhavin Impex Pvt. Ltd., India as Accountant****Apr’09 - Mar’10 with Chartered Accountant Oza&Thakrar Associates Co., Indiaas Sr. Accountant & Auditor****Apr’08 - Mar’09 with Radhakrishna Hospitality Services Pvt. Ltd. (Reliance Industries Limited), INDIA as Jr. Accountant****Key Result Areas:*** Hands on operational experience on issuance of LC/Advicing/Bills/Discounting/Negotiation/Forex remittance
* Experience of reviewing and monitoring internal procedures and practices to provide compliance with group and regulatory requirements.
* Lead a team engaged in Enhanced Document Checking for Bill against LC, Bill discounting/ Negotiation of Export Bills, LC information, LC issuance and follow the standard process.
* Review and monitoring key control processes including transactions checklists through regular interventions
* Handling email, co ordinate with client, colleagues and resolve the issue.
* Assist unit for audit preparation and necessary actions for clean audit results.
* Instituting the financial and accounting policies & systems; establishing product line profit & loss statements to identify opportunities & risks; generating MIS reports and discussing the business plan to the Senior Management Team for corporate policy development
* Steering overall financial operations encompassing accounting, budgeting, reporting, and so on; supervising all financial transactions, reporting and policies including budget & forecasting reports
* Strategizing project / product costing techniques as well as managing payables, inventory & receivables
* Administering all financial transactions, reporting and policies including general ledger maintenance, reconciliations and corporate/overhead cost allocation; monitoring transfer pricing for sale to associated enterprises
* Understanding and coordinating business needs / enhancements related to Accounts Payable (local & foreign), Accounts Receivable (local & foreign)& General Leader; formulating strategies for the effective management, execution and delivery of programs
* Generating reports ageing of debtors, creditors as per requirement; maintaining the books/ register of fixed & other assets of the company
* Establishing strong relationships with key business stakeholders through regular relationship meetings, and offering insight and advice to management; coordinating with internal teams and peers to ensure effective utilization of resources across the teams
* Assessing cash flow and reviewing the cash position and forecast funds requirement for routine and capital expenses
* Collaborating with banks / financial institutions, for day to day smooth operations; reviewing incoming LC and coordinating with bank for process to receive the payment from customer
* Ensuring renewal of bank related documents, chamber of commerce, lease and license documents
* Ascertaining treasury function involving optimum utilization of surplus funds in profitable investments to achieve higher returns, ensuring minimum liquidity position
* Implementing internal control disciplines throughout the region towards maintaining integrity and accuracy of financial reports; cross-checking software data and comparing with Excel files
* Devising audit plan for the year and ensuring that the audits are completed within timelines; conforming timely filing of VAT, Sales Tax, Income Tax, Central Excise related documents
* Managing distribution of salary, maintain register of attendance, wages & WPS as per Labor Law; monitoring Bill of Entry, custom related, Emirates ID & all PRO jobs
* Drafting sales contracts, purchase order, Proforma invoices for vendor / customer; sales invoice and bank advices in proper files

**Significant Accomplishments:****In UAE (Trading, Oil & Gas, Import Export, Trade Finance, Property Management, Education)*** Implemented the Tally ERP 9 and Microsoft Dynamics and trained staff on all accounting modules
* Collaborated with the senior management team in improving and executing strategies and processes, accomplishing corporate goals and profitability for the company having an annual revenue of US$ 120 Million with more than 700 employees within 7 locations
* Designed education and training goals and guidelines for accounting staff, which improved job efficiency and led to attainment of US$ 42 Thousand in cost savings after the first year of implementation
* Led the implementation of Tally software, which improved financial and job cost tracking and reporting as well as provided accurate in-house asset valuation and depreciation information

**At Proline & Global Timber Group, (FMCG, Import Export, Trade Finance, Operation)*** Evaluated & transferred salaries as per Wage Protection System (WPS) by UAE Law
* Managed all types of PRO work – new / renew employment visa, stamping residence visa, co-ordination with authority to renew lease & license and many more
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| Soft Skills |
| AggressiveMulti-taskingCommunicatorDecision MakerAnalytical |

Contacts:

Personal Contact : gaurav-134246@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>