|  |  |
| --- | --- |
| **Hardik****Hardik.182107@2freemail.com****Accounting/ Finance Professional** |  |

|  |  |
| --- | --- |
| **Profile Summary** | **Strengths** |
| Highly competent professional offering formal education, strong background, valuable experience, skills and attributes for a rewarding role in the domains of Accounting. Equipped with 6+ years of outstanding performance in directing wide range of financial activities, analysis, loan management, accounting, auditing, reports preparation and MIS reporting. Possesses sound knowledge in economic principles, accounting practices, financial markets and related statutory requirements with strong commitment and capacity to drive efficiency and financial performance. Eager to deliver key significant contribution towards organization’s growth by consistently achieving set targets and identifying financial opportunities that will bring financial productivity and business optimization. | * Finance Management & Controlling, Expertise in Qualitative & Quantitative Analysis
* Market, Economics & Financial Principles Knowledge
* Mailing &Reporting Skills
* Documentation & Business Correspondence
* Solid Management & Leadership Skills
* Adept to using various accounting software
* Commitment to Serve For Excellence
 |

**Educational Qualifications**

|  |  |
| --- | --- |
| **Diploma in Management, IGNOU, India** | **May, 2009** |
| **Bachelor of Commerce, Saurashtra University, India** | **May, 2007** |

**Career Snapshot**

|  |  |
| --- | --- |
| **Sr. Accountant, PAESE Cosmetics, Dubai, UAE** | **Nov ‘14 - Present** |
| **Relationship Officer, Dunia Finance LLC, Dubai, UAE** | **Jun ‘13 – Dec ‘13** |
| **Risk Management Officer, ANS Pvt .Ltd, India** | **Jan ’10 – Mar ‘13** |
| **Accountant, K. R. Parekh & Associates, India** | **Mar ’09 – Dec ‘09** |
| **Associate Financial Manager, ICICI Prudential life Insurance, India** | **Oct ’07 – Feb ‘09** |
| **Sales Associate, Reliance communication, India** | **Sep ‘ 06 – Oct ‘07** |

**Areas of Expertise**

* Financial Management, Controlling & Accounting
* Highly experienced in management reports and handling books of accounts independently up to completion with zero error tolerance.
* Manage financial planning, budgeting and cost analysis; implement cost control measures, and liaise with bankers and auditors.

**Proven Job Role**

|  |  |
| --- | --- |
| **Sr. Accountant, PAESE Cosmetics, Dubai** | **Nov ‘14 - Present** |

* Managing Day-To-Day financial transactions, maintaining book of accounts and bank books.
* Handling and Controlling Petty cash, Accounts Payable and Receivable, Payroll management.
* Prepare income statements, monitor financial transactions and enter to accounting system.
* Classify and maintain monthly balance sheets, financial statements and quarterly reports.
* Managing Logistics Operations and coordinating Import-Exports.

|  |  |
| --- | --- |
| **Relationship Officer, Dunia Finance LLC, Dubai** | **Jun ‘13 – Dec ‘13** |

* Appraising Auto loans of various amounts for various industries hence gained comprehensive knowledge in diversified business operations and its financial requirements.
* Evaluating clients’ financial status employing different facets such as in valuation of Automobile, SWOT Analysis of proposed loan.
* Appraising different types of loan proposals viz. Personal Loans, Retail Finance Related with client requirement.

|  |  |
| --- | --- |
| **Risk Management Officer, ANS Pvt .Ltd, India** | **Jan ’10 – Mar ‘13** |

* Daily Assistance to client regarding there Trading Limits & Managing there Stop-Losses.
* Managed Sub brokers of ANS across India.
* Analyzing profit units and reporting to management on daily basis.

|  |  |
| --- | --- |
| **Accountant, K. R. Parekh & Associates, India** | **Mar ’09 – Dec ‘09** |

* Daily Accounting, preparing income statements, monitor financial transactions and enter to accounting system.
* Review financial statements, sales and activity reports and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

|  |  |
| --- | --- |
| **Associate Financial Manager, ICICI Prudential life Insurance, India** | **Oct ’07 – Feb ‘09** |

* Advice Client for investment and insurance for long term financial requirement as well as Short term financial requirement.
* Managed Direct Marketing channel and developed business for Health as well as life insurance segment.
* Ensured all information within financial reports are accurate and in adherence with statutory requirements

|  |  |
| --- | --- |
| **Sales Associate, Reliance communication, India** | **Sep ‘ 06 – Oct ‘07** |

* Managed direct marketing channel and developed business for broad band as well Wi-Fi phone to five major territory States of India.

**Computer Skills**

* Versed in using customized accounting packages
* Highly proficient in MS Office (Outlook, Word, Excel)

**Personal Details**

* Nationality : Indian
* Date of Birth : 5th August 1986
* Marital Status : Single
* Languages : English, Hindi & Gujarati