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***CAREER OBJECTIVE***

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results. To use Finance/Accounts and Audit skills to solve issues, create value, maximize growth and improve the business performance.

***PROFILE SUMMARY***

* Chartered Accountant from Institute of Chartered Accountant of India in November -2012;
* **Six Year Plus** experience in Accountancy & Audit;
* Managing & Supervision of whole range of Accounts Receivables, Payables &Inventory management;
* Book keeping, management of general ledger & trial balance;
* Conducting internal, external audit and investigation audit;
* Preparing & finalization of Financial statements and management accounts;
* Identification of internal checks and control system for various processes of the client’s organization and scope of improvements therein;
* Preparation of Cash flow Statements;

***SUMMARY OF WORKING EXPERIENCE AND ACHIEVEMENTS***

1. **From February 2013 To July 2014 (01 year 06 month)**

**assistant manager accounts, centum learning limited, New Delhi, INDIA.**

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**CORE AREA OF RESPONSIBILITIES:-**

* Responsible for Budgeting, General Ledger, managing Accounts till Finalization of Accounts;
* Preparing and presenting financial reports, development, management and training of staff;
* Overseeing the daily accounting activities required to maintain the organization’s general ledger;
* Preparation of annual budgets, planning and forecasting for business, preparation of due diligence reports;
* Preparation, review and analysis of MIS reports and periodic Budget reviews;
* Commercial and Financial review of all types of contracts and agreements especially relating to procurement, capital expenditure and marketing;
* Provide comprehensive financial accounting, reporting and analysis support to the entire business;
* Responsible for Revenue Accounting and Cost Accounting;
* Handle Statutory, Internal and other types of periodic audits and implement the Audit recommendations in an efficient and timely manner;
* Processing of all monthly reallocation journals, and regular review of general ledger accounts to ensure integrity of postings, cash flow management;
1. **From August2010 To October 2012 (02 years and 03 months)**

**Senior Auditor, Anish Rastogi & Co. Chartered Accountants, A Member firm of ICAI, INDIA.**

**CORE AREA OF RESPONSIBILITIES:-**

* Preparing reports and financial statements of various companies.
* Finalization of Statutory Audit of listed, unlisted and private companies;
* Finalization of trial balance with supporting schedules;
* Managing fixed asset register, handling cash management.
* Commercial and Financial review of all types of contracts and agreements especially relating to procurement & Management of Inventory and stocks;
* Finalization of Statutory Audit of listed, unlisted and private companies;
* Maintaining and developing sound accounting systems;
* Review and assessment of internal control procedures and accounting system.
* Overseeing the daily accounting activities required to maintain the organization’s general ledger;
* Preparation of internal audit reports;
* **Reported on internal controls including system evaluation, identification and reporting of internal controls weaknesses and their rationalization;**
1. **From April2008 To July 2010 (02 years and 06 months)**

**Article & Audit Assistant, Mehrotra & Mehrotra, Chartered Accountants, A Member firm of ICAI, INDIA.**

**CORE AREA OF RESPONSIBILITIES:-**

* Checking of Various registers required to be maintained;
* Work related to Company Incorporation & Annual E-filing of Companies to the MCA as per Regulatory Requirements of India;
* Computation of Income Tax, Service Tax, and Value added tax;
* Preparation of TDS(Tax Deducted at Source) Return;
* Physical verification of fixed asset;
* Verification of Financial Statement;

***AREA OF EXPERTISE***

|  |  |
| --- | --- |
| * **Financial Reporting**
 | * **GL and Book Keeping**
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| * **Managing fixed assets register**
 | * **Preparing Bank reconciliations**
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| * **Preparing cash flow statement**
 | * **Managing sales and accounts receivables**
 |
| * **Payroll Processing**
 | * **Management of purchases and accounts payable**
 |
| * **Conducting internal and external audit**
 | * **Conducting investigation audits**
 |
| * **Worked in** Tally ERP 9, Busy, Peachtree
 | * **Proficient in MS Excel, Word**
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***IT PROFICIENCY***

* Working knowledge of Accounting software such as Tally ERP-9, Busy, Peachtree;
* Working knowledge of Ms Word, Ms Excel, Power Point & Internet;
* Completed Compulsory Computer training of 100 hours conducted by Institute of Chartered Accountant of India;

***PROFESSIONAL & ACADEMIC QUALIFICATIONS***

|  |  |  |
| --- | --- | --- |
| **Examination** | **Month/****Year of Passing** | **University/Institute** |
| CA  | Nov, 2012 | ICAI |
| 10+2 | 2007 | HSEB |
| 10th | 2005 | HMG |

***STRENGTH***

* Positive attitude towards any work, Can do approach.
* Easily Adapted with my surroundings.
* Good Interpersonal & Supervisory Skills.
* Quick learner & eager to learn new things.
* Goal Oriented.

***HOBBIES & INTEREST***

* Reading Books.
* Playing Chess.
* Travelling New Places.

***PERSONAL DETAILS***

**Date of Birth** December 18, 1988

**Religion** Hinduism

**Gender** Male

**Nationality** Nepalese

**Marital Status** Single

**Languages Known** English, Hindi, Nepali

I hereby declare that the above details are complete & true to the best of my knowledge & Belief.

**Date:**

**Place: Dubai, UAE**