**First Name of Application CV No:** **1654566**

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 CAREER OBJECTIVE

To find an exciting and challenging career opportunity with an organisation of repute where I can create
value addition through my experience, knowledge and take the organisation to the next level.

SYNOPSIS

* Self-motivated business management professional and Chartered Accountant by qualification with over 1 Years of post-qualification experience and 3.5 years of rich articleship exposure in
reputed CA Firm and 5 year of R&D experience with Bhabha Atomic Research Centre, Mumbai.
* Experience in Finance & Accounts, Auditing, and MIS reports for planning, budgeting and forecasting SAP.
* Capable of managing Finance & accounting activities including preparation of Accounts, Balance Sheet, P& L and Reconciliation Statements leading to finalization of accounts
* Ability to work in a dynamic environment and under pressure situations. Possess honesty and the ability to work hard

CORE COMPETENCIES

Financial Reporting

Accounting

Internal Audits

Management Reporting (MIS)

Developing and Implementing SAP BPC and IBM Cognos TM1

COMPUTER SKILL

* Proficient in MS-Office (Expertise in MS-Excel with Visual Basic and Macro)
* Worked in ERP Accounting Packages like SAP, Microsoft Dynamics and Tally ERP
* Good hand over Programming Language such as Visual basic, ABAP and C.
* Completed training on Information System Audit with Institute of Chartered Accountants of India

ACADEMIA

2015 Chartered Accountant from Institute of Chartered Accountants of India.
2003 B.E. from South Gujarat University, Surat

**Achievements**

1. 97.47% in GATE-2004 (All India rank-610)
2. Nuclear Science and Engineering from Bhabha Atomic Research Centre, Mumbai

WORK EXPERIENCE

**Organisation : A.D. Bavadiya & Co.,**

**Period : April 2014 to March 2016**

**Role & Field : Functional Consultant in SAP BPC**

* Offshore experience in legal consolidation for the [Al-Ittefaq Steel Products Co. (Project Platinum) in Dammam, Saudi Arabia](https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&ved=0ahUKEwj5mLiwpqbLAhUDS44KHcdnDBYQFgg0MAQ&url=https%3A%2F%2Fwww.zawya.com%2Fcompany%2Fprofile%2F980310%2FAlIttefaq_Steel_Products_Co%2F&usg=AFQjCNEa5WEV4bO--MvoqymSTPsr1KIEAw&sig2=GBle8f2vBXvx4IuqhV6rsA&bvm=bv.115339255,d.c2E)
* Customizing the Reports and Input Schedules in Ms-Excel with use of Visual Basic and Macro for Planning, Consolidation of financial statements and Rolling Forecast.
* Writing Script Logic and Business Rules in BPC to meet the specific needs of the client using supported functions with BPC.
* Loading master data, Hierarchy and transactional data from Info Provider in BW or Flat files to the BPC Environment using the Data Manager in BPC for Validating and Previewing Data.
* Preparing the documentation on the input template and data extraction of consolidation and planning requirements.
* Configure the business rules. Security and Work Status to the BPFs.
* Worked with book publication, Web Reports, Audit reports and Journals in BPC
* Created Worksheet and Logic Scripts in BPC for calculations in Income Statement and Balance Sheet.
* Developed Business process Flows (BPFs) for various functions like Budgeting, Sales planning and assigned

**Organisation : Harigovindprasad & Co.,**

**Period : April 2010 to April 2015**

**Role & Field : Article Assistant**

* Conducted various Internal Audits, Tax Audit, Reconciliation of financial statements and Preparation of Audit Report with taking into consideration Legal Provisions,
Accounting and Auditing Standards, Guidance Notes, CARO etc
* Worked as audit in-charge throughout all the phases of audit process including planning and resource monitoring, ensuring the completeness, accuracy and objectivity of audit assignments.
* Experience of key aspects of internal audit such as understanding the standard operating procedures of the entity, testing the samples for key controls, preparing quarterly reports for findings, variance analyses and recommendation to the management
* Maintain accurate accounting records for future references.
* Help other department in financial analysis and accounting tasks.
* Assist in account receivables and payables activities.
* Ensure financial records comply with company policies and accounting principles.
* Perform month end closing activities such as account reconciliation, revenue accounting, expense accounting, etc.
* Prepare finance reports required for team meetings or as requested by management and customers.
* Prepare and submit financial reports in a timely and accurate manner.
* Review all financial reports to ensure accuracy and completeness.
* Support preparation of annual budget, forecast and projections.
* Assist in preparing necessary documentations for annual financial audits.

**Organisation : Heavy Water Board. Department of Atomic Energy**

**Period : September 2005 to March 2010**

**Role & Field : Scientific Officer**

* Preparation of Drawing, Technical Specification and estimation of approximate cost of projects.
* Publishing of Tender for invitation of offer from different vendors.
* Vendor assessment by Technical Analysis.
* Member of Internal audit department
* DPR, WPR, Monthly progress report, PRM agenda & MOM.
* Project Progress report, MIS report and Monthly Look Ahead plan.
* Cost control by utilizing offcut materials for fabrication.
* Cash flow and Revenue generation plan for entire project duration based on schedule.
* Allocation/monitoring of construction resources with its utilization.

PERSONAL DOSSIER

**Date of Birth :** 30th March, 1982

**Languages :** English, Hindi and Gujarati