**Name :Najwan**

**Najwan.335369@2freemail.com**

 **Objective**

Seeking a challenging assignment that would optimally utilize my skills and experience in an organization. I am looking for a professional work environment with merit based prospects for growth which would further add to the value of assignment.

**Carrier Profile**

Exceptionally talented and well educated Auditor and Accountant with vast background in carrying out self-governing appraisal for the effectiveness of the policies, standards, and procedures by which organization's physical, financial and information resources are managed.

**Strengths**

Expertise in Accounting, Direct & Indirect Taxes, Statutory Audit, Internal Audit, Concurrent Audit, Tax Audit

Vat Audit. Expertise in the usage of Microsoft Office tools namely Microsoft Word, Excel, Access and PowerPoint

Expertise in using Accounting, Taxation, Payroll Software etc.

Ability to adapt to new environments quickly and create improved efficiency

Ability to control and supervise the persons.

Strong motivator and ability to do the work before the deadline.

Strong in numbers and having remarkable logical and analytical skills.

**Career Highlights**

**NOVEMBER 2015 TO TILL DATE GOQII TECHNOLOGIES PRIVATE LIMTED(US Based Company).**

**ASSISTANT MANAGER ACCOUNTS AND FINANCE**

* Finance & accounting function involving designing, implementing & monitoring systems, policies & procedures (SOP) to facilitate internal financial control towards the accomplishment of Organizational goals.
* Review day to day financial transactions and complete the posting process. Accountable for preparation of books and accounts
* Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
* Preparation of monthly P&L, Balance Sheet, Cash Flow Statements, MIS reports for management and reconciliation reports.
* Preparation of Cash Flow Statements & Monitoring the inflow & outflow of funds and ensuring optimum utilization of funds for the group companies.
* Prepare and deliver timely and accurate monthly, quarterly/yearly financial statements, daily cash management reports, balance sheet reconciliations and various detailed analysis reports required by the Management.
* Work in close coordination with the Accountants/ BM/ GM/ Corporate finance and put in strategies as to reduce the cost and increase in revenues• Preparation, presentation and validation of feasibility report for new venture proposal.
* Formulation of budgets with the assistance of the accounting staff and other concerned departments

and conducting variance analysis to determine the difference between project & actual results and implement corrective action.

* Own & accountable for execution of transaction (fund raising / private placement, mergers etc) with assistances of consultants and caring out legal & Financial, monitoring technical Due Diligence before private placement.
* Providing timely and relevant financial analysis and reports to management in order support key business decisions and validate results against KPI's.
* Preparation financial reports financial model/ CMA Reports on a regular basis.
* Liaoning with various Banks/ NBFCs and initiated & managed various financial products in organization such as Forfeiting of receivables, Channel Financing, LC discounting, BG issuance etc.
* Co-ordinate with different departments of the company identifying information pertaining to Financial Statements and take necessary action.
* Preparation of Financial Statements, Financial Reports for internal usage.
* Identifying trends in financial performance and providing recommendations for improvement
* Inward and Outward remittance documentation related to Bank and Income Tax.
* Ageing Report of Debtors and Creditors.
* Develops, implements, and maintain systems, procedures, and policies.
* Finalization of Fixed Asset Register.
* Maintaining & preparing Payments, Receipts, Petty Cash and Journal Vouchers, their corresponding postings and preparation of Financial Statements on a monthly basis.
* Scrutinizing Accounts, preparing monthly management report.
* Responsible for processing Payments to Import Payment for advance Purchase and remittance, vendors, service providers as well as recording of receipts from customers.
* Processing Reimbursement of expenses of employees and tracking of Travel Advance.
* Reporting for Accounts Payable and Receivable .Preparation of Debit & Credit Notes.
* Implementation of continuous financial audit and control systems to monitor the performance, liaising with auditors for annual monitoring and Statutory Audits.
* Preparation and or review of Accounts up to finalization (Preparing Balance Sheet, Profit & Loss Account and notes to Accounts) (Well versed with Different Accounting Standards, Income Tax Act etc**.**

**Payroll**

Passing of accounting entries, performance calculation for analyses of Payroll, Market place coach, Consultant, Doctors.

YTD for Payroll, Market Place Coach, Consultant, Doctors.

 **Audit & Compliance:**
Looks after the reconciliation of financial statements in companies with norms, managing and supporting auditors and other agencies. Implementation of continuous financial audit and control systems to monitor the performance, liaising with auditors for annual monitoring and Statutory Audits.

 Handling activities related to Direct, Indirect Taxation such as Service Tax, Income Tax, TDS, Professional Tax, regards too timely & accurate online payments and Return, monthly / quarterly / statutory requirements.

 Exposure to Notifications, Rulings, Filing of returns, coordinating with consultants globally in the above mentioned areas and representing the organization before statutory authorities/ Tribunals.
**Company Law**

Liaisons with Company Secretary to insure complete as per Company Act 2013 Compliance detail as required under Registrar of Companies (ROC). Ensures compliance of Company’s Act and timely filing of Returns and other legal Documents and Forms to Ministry of Corporate Affairs (MCA).Updating of statutory registers pertaining to Board matters as per Companies Act. Timely filing of Returns and other legal Documents and Forms to Ministry of Corporate Affairs (MCA).To ensure to completion of Agenda, Resolutions and Minutes pertaining to Board Meeting, Extra ordinary General Meeting, Annual General Meeting. FIRC and other compliance related to FDI.

**Treasury Management**

Responsible for corporate liquidity, investments, and risk management related to the company's financial activities.

Forecast cash flow positions, related borrowing needs, and available funds for investment

Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements

Reconcile bank and investment accounts, and prepares related journal entries

Reconciliation of Bank and Investment Reports, interest calculations, accrued Interest working, cash accounts, foreign currency transactions, etc.

Maintain healthy relation with banks for day to day banking transactions and other periodical activities

Online fund transfer to Vendors/Consultant/Employee Payroll and reimbursement /Market Place Coach/Doctor (Monthly).

Develop and implement procedures that streamline banking transactions and minimize un-invested bank balance through fund Investment.

Liaison with other department and regional office for banking related matters.

Portfolio for Investment

MTM reports on investments, calculating returns on investments.

Effective cash flow planning and cash mobilization including investment & borrowing of the Company.

Preparation & tracking of the Finance budget

 **DECEMBER 2013 TO OCTOBER 2015 THE GEMS AND JEWELLERY SKILL COUNCIL OF INDIA.**

**ASSISTANT MANAGER ACCOUNTS AND FINANCE**

* Finance & accounting function involving designing, implementing & monitoring systems, policies & procedures (SOP) to facilitate internal financial control towards the accomplishment of Organizational goals.
* Undertaking financial statements including trial balance, bank reconciliation reports, profit & loss account, age-wise accounts payables & receivables statements and balance sheets
* Monthly Cash Flow Statements, MIS reports for management and reconciliation reports.
* Develop and prepare the annual budget with the assistance of the accounting staff and other concerned departments.
* Preparation financial reports financial model/ CMA Reports on a regular basis.
* Preparation and or review of Accounts up to finalization (Preparing Balance Sheet, Profit & Loss Account and notes to Accounts) (Well versed with Different Accounting Standards, Income Tax etc.
* Develops, implements, and maintain systems, procedures, and policies.
* Aliasing with Internal, Statutory, NSDC and NSDA Auditor.
* Finalized and Submit of Annual Financial Plan and Quarterly Fund Utilization Certificate to NSDC.
* Finalized Investment Plan with Chairman.
* Co-ordinate with different departments of the company identifying information pertaining to Financial Statements and take necessary action.
* Maintaining & preparing Payments, Receipts, Petty Cash and Journal Vouchers, their corresponding postings and preparation of Financial Statements on a monthly basis.
* Coordinate the preparation of Financial Statements, Financial Reports for internal usage. Scrutinizing Accounts, preparing monthly management report.
* Responsible for processing Payments to vendors, service providers as well as recording of receipts from customers.
* Processing Reimbursement of expenses of employees and tracking of Travel Advance.
* Bank, Debtors, Creditors Reconciliation, preparation of Debit & Credit Notes.
* Coordinate with the Company Secretary for ROC work
* Handling activities related to Direct, Indirect Taxation such as Income Tax, TDS, Professional Tax, regards too timely & accurate online payments and Return, monthly / quarterly / statutory requirements.
* Exposure to Notifications, Rulings, Filing of returns, coordinating with consultants globally in the above mentioned areas and representing the organization before statutory authorities/ Tribunals.
* MIS Reporting for Accounts Payable and Receivable.
* Maintenance of Fixed Asset Register.
* Bank, Debtors, Creditors Reconciliation, preparation of Debit & Credit Notes
* Performance calculation for analyses of Payroll.

**JUNE 2011 TO NOVEMBER2013NM AUTOMATION & CONTROL PVT LTD& NM BRANCH /**

**SISTERCONCERNAVENTEK, SYSTEMS & SOLUTIONS, JAYELECTRONICS.**

**SENIOR ACCOUNTANT**

* Preparation and or review of Accounts up to finalization (Preparing Balance Sheet, Profit & Loss Account and notes to Accounts), Inter-company accounting and reconciliation (Well versed with Different Accounting Standards, Revised Schedule VI, Income Tax etc.
* Develop and prepare the annual budget with the assistance of the accounting staff and other concerned departments.
* Determining financial objectives. Designing& implementing systems, policies & procedures to facilitate internal financial control. Maintain financial security by establishing internal control procedures.
* Maintenance of Fixed Asset Register.
* Maintaining &preparing Payments, Receipts, Petty Cash and Journal Vouchers, their corresponding postings and preparation of Financial Statements on a monthly basis.
* To manage monthly general ledger posting & closing. Passing necessary Journal entries to make system more accountable.
* Preparation of consolidated statement for all Accounting &Financial aspects.
* Preparation of Age-wise Receivable and Payable statements.
* Co-ordinate with different departments of the company identifying information pertaining to Financial Statements and take necessary action. (Inventory, Operations, etc.)
* Studying the internal processes & controls on a continuous basis and to streamline the same so as to achieve the target.
* Ensuring smooth accounting process in month end closing and meeting deadlines, Maintain financial security by establishing internal control procedures.
* Supervised and evaluated work of departmental staff.
* Intercompany Re-charges and balance reconciliation
* Balance sheet reconciliation, P & L review & analysis
* Period end accruals posting, Prepayments, Journal entry preparation and posting.
* Collecting Quantitative details of Stock and incorporating in Notes to Accounts Details Incomes and Expenditure done in foreign currency CIF & FOB statement
* Sending Balance Confirmation letters to all the Debtors & Creditors, SSI Units Provision of Outstanding Liabilities, Details of prepaid expense, Interest Income & Expenditure Details of Foreign Traveling.
* Responsible for processing Payments to vendors, service providers as well as recording of receipts from customers.
* Processing Reimbursement of expenses of employees and tracking of Travel Advance.
* Developing and updating accounting, finance and management policies and procedures.
* Preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions.
* Coordinate the preparation of Financial Statements, Financial Reports for internal usage. Scrutinizing Accounts, preparing monthly management report.
* Getting control Accounts reconciled and sorting out the discrepancies.
* Dealing with statutory Auditors compliance of Accounts with accounting standards and Company, Remove the deficiencies pointed out in Statutory Report.
* Bank, Debtors, Creditors Reconciliation, preparation of Debit &Credit Notes.

 **Taxation**

* Handling activities related to Direct, Indirect Taxation such as Income Tax, TDS, Service Tax, Sales Tax, Professional Tax, regards to timely & accurate Online payments and Return , monthly / quarterly / statutory requirements.
* Exposure to Notifications, Rulings, Filing of returns, coordinating with consultants globally in the above mentioned areas and representing the organization before statutory authorities/ Tribunals.

 **Company Law**

Company Registration, obtaining DIN & its Registration, Digital Signature and various other returns in respect of increase of share capital, addition of directors etc. Preparation and submission of Form Filing on Incorporation, Event Filing Annual Returns Form (20B) annual return by a company having a share capital with the Registrar; Form 23ACA for Filing Profit & Loss Account and other documents with the Registrar, Form23AC for filing Balance Sheet and other documents with the Registrar, Form 23B Information of Auditor to Registrar (Pursuant to Section 224 (1A) of the Companies Act, 1956

**FROM DECEMBER2009 TO MAY 2011 CYBER GAMES SOLUTION PVT.LTD.**

**SENIOR ACCOUNTANT**

* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Secures financial information by completing database backups.
* Protects organization's value by keeping information confidential.
* Maintaining & preparing Payments, Receipts, Petty Cash and Journal Vouchers, their corresponding postings and preparation of Financial Statements on a monthly basis.
* Preparation of Age-wise Receivable & Payable statements.
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Payroll by initiating computer processing; printing checks, verifying finished product Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
* Prepare financial statements and produce budget according to schedule
* Develop and document business processes and accounting policies to maintain and strengthen internal controls
* Dealing with statutory Auditors compliance of Accounts with accounting standards and Company, Remove the deficiencies pointed out in Statutory Report.
* Collecting Quantitative details of Stock and incorporating in Notes to Accounts Details Incomes and Expenditure done in foreign currency CIF & FOB statement
* Bank, Debtors, Creditors Reconciliation, preparation of Debit & Credit Notes.
* Preparation of Financial Statements, Financial Reports for internal usage. Scrutinizing Accounts, preparing monthly management report.
* Preparation and or review of Accounts up to finalization (Preparing Balance Sheet, Profit & Loss Account and notes to Accounts), Inter-company accounting and reconciliation (Well versed with Different Accounting Standards, Revised Schedule VI, Income Tax etc.
* Direct external and VAT Audit to ensure compliance. Support month-end and year-end close process.
* Handling activities related to Direct, Indirect Taxation such as Income Tax, TDS, Service Tax, Sales Tax, Professional Tax, regards to timely & accurate Online payments and Return , monthly / quarterly / statutory requirements.
* Follow up for Income Tax, Sales Tax, Service Tax Refund & Rectification matters.
* Advance Tax Calculation and preparing Payments Challan for All Companies, HUF and Individuals.

 **JUNE 2007to NOVEMBER 2009 MAHESHWARI & COMPANY (C A Firm)–Mumbai**

**SENIOR AUDITOR**

* Following are the client of Maheshwari & Company (Chartered Accountant Firm) handled person in charge team leader
* **Prebon Yamane India Limited (Broking Firm Business Segment are Wholesale Dept. Market Forex /Options Mutual Fund Distribution, Information Service) ( Internal Auditor)** Till Preparation Of Concurrent Audit Report as an person In charge team Leader)
* Coordinate with management and trustees to ensure a system is in place that provides guarantee about the identification and evaluation of all major risks, on an annual basis.
* Reporting to the Audit management and committee on the programs, policies, and activities of the department.
* Organize, plan and carry out the internal Audit function that includes the preparation of an Audit plan that completes the duty of the department, assigning work, scheduling and estimating resource needs.
* Conduct any tasks or reviews requested by the Audit committee, trustees, finance director or chief executive.
* Manage contact with the external Auditors and make sure that every party is not only aware of the other's work but also well aware of areas of concern.
* Preparing work papers during Audit activity. Documenting process flow chart, collect and file relevant policies and procedures
* Maintaining copies of all query sheets. Documenting how the query has been resolved
* Having proper referencing with all documents and Audit points
* Assisting in preparing the Audit check list and internal control check list and to update the Audit check list and internal control check list periodically
* Filing properly all documents and work papers for easy retrieval in future
* Analyzing control flow charts for key business processes and critical parts of key processes, with a view to identify weaknesses
* Using resources efficiently, avoiding duplication of work, adequacy of control procedures
* **New India Assurance& Export Credit Guarantee of India as an Internal /Concurrent Audit of the Investment**

**Management Systems Processes and Transactions** (as a person in charge team Leader **Preparation of Audit Report**)

To conducted Audit in accordance with the technical guides issued by The Institute of Chartered Accountants of India. These guides require that we plan and perform the Audit to obtain assurance about whether the

1. Investment Policy and SOP are framed to provide adequate control over investment operations of the company
2. Investment policy and SOP of the company are in compliance with the minimum requirements of IRDA issued from time to time and other applicable statutory requirements.
3. Transactions relating to other Investments are in line with the applicable IRDA regulations and guidelines; Investment policy approved by the Board of Directors of the company and ALL the transactions are covered by the Standard Operating Procedures approved by the Investment committee of the company.
4. Confirm that the Audit Committee Recommendations along with the implementation details, of the previous Quarter, were placed before the Insurer’s Board, and were a part of its Agenda.
5. Examined the relevant records and information systems of the Company and obtained all information ,explanations and representations from the **Chief Investment Officer ,Chief Risk Officer & Chief Financial Officer**,**(reported to have been taken on record by the Board of Directors)**

**EXTERNAL AUDITOR**

* Inspect the Financial Statements for accuracy and correct the detected anomalies
* Make certain the balance sheets, assets & liabilities, and profit and loss Accounts display the true financial position of the Organization
* Compute the Tax liability of the organization and support the organization in making Tax payments on time
* Verify the supporting documents of bills, receipts and reconciliation statements
* Find out any discrepancies within the documents and statements and post relevant entries to make corrections
* Inspect the final amounts of assets and liabilities and compare them with amounts displayed in balance sheets
* Check revenue and expenses Accounts to judge the amount of total debts and credibility of the organization
* Evaluated and expressed opinion on Financial Statements
* Ensured that all the statements and reports are free of material misstatements

**Qualifications:**

* **Master of Commerce from University of Mumbai** (Specialized in Financial Accounting ,Economics of Global Trade and Finance ,Advance Cost Accounting/ Financial Accounting / Financial Management/ Auditing ,Direct & Indirect Taxes) **(1st Class)**
* Diploma in **Complete Business Accounts** From (IIJT Finance Certified By University of Cambridge)

(Modules: Computer Fundamentals, Advance Accountancy, Financial Accounting Packages, Taxation, Cost Accountancy and Audit, Corporate and Industrial Law, Banking &Finance, Investment and Capital Market Operations, Soft Skills Training Programmed **A+ Grade**

* Diploma in Information Technology from C-DAC (ACTS ISO 9001 Registered)
* Knowledge of computers including Windows, MS Office, Tally 9 ERP latest Version,
* Ace Accounting Software, Fact Accounting Software, Tax Pro E-TDS Corporate, Quengo.
* Worked on various Accounting Packages such as Tally 7.2, 9, 9 ERP Latest Version Release, Quengo, Tax Pro E-TDS Corporate, other Company Specific Accounting software’s & MS Excel, MS Word Etc.

**PERSONAL DETAILS**:

Date of Birth : December04, 1984.

Nationality : Indian.

Marital Status : Unmarried.

Passport Expiry : July 20th 2019

Language Know : English, Marathi, Hindi, Urdu and Arabic.

Hobbies : To learn new things, reading Economics & Financial news paper, playing Cricket.

**Declaration**

I consider myself familiar with Accounting & Auditing aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of knowledge.

Date: