**Bhavin**

[**Bhavin.341452@2freemail.com**](mailto:Bhavin.341452@2freemail.com)

**SYNOPSIS**

* A self-motivated business management professional and Chartered Accountant by qualification with over 5 Years of work experiencepossess qualities of leadership, good communication & interpersonal skills, to do attitude and ability to quickly adapt new environments.
* Endowed with a passion of winning as demonstrated through excellence in the academic.
* Possess honesty & the ability to work hard.
* Leadership qualities and a proven leader with ability to motivate people to work towards organisational goals and align individual interest with organisational interest.
* Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently.

**CORE COMPETENCIES**

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| --- | --- |
| * Financial Analysis * Financial Reporting (including MIS) * Book Keeping and Accounting * Financial Management * Account Finalization * Working Capital Management | * Financial Planning and Budgeting * Budget & Variance Analysis * Analytical Skills * Credit Control & Receivable Management * Vat Audit (Including Listed Co.) * External/Statutory Audits |

**QUALIFICATION**

**Chartered Accountant**, Institute of Chartered Accountants of India

* Passed CA Final Group 2 in November 2016 with 50%
* Passed CA Final Group 1 in November 2015 with 51.5%
* Passed CA IPCC in November 2011 with 54.14%
* Passed CA CPT in May 2008 with 52%

**Bachelor in Commerce**, Mumbai University, Mumbai, Maharashtra, India

* Passed in April 2010 with 60%

**WORK EXPERIENCE &ARTICLESHIP**

**Organisation:AnandMukulAssociates**

**Type of Organisation: Partnership Firm**

**Location : Chartered Accountant Firm at Mumbai**

**Period : January 2013 to September 2016**

**Designation: Account Executive**

* Prepared financial statement including Balance Sheet, Profit & Loss A/c, different budgets, MIS reports and cash forecast.
* Preparation and monitoring of accounts on – going basis including bank reconciliations, management of receivables, payables, assets management.
* Reconcile Bank Accounts and Liaison with the bank regularly.
* To analyze revenue booking system, debtors and creditors-ageing and purchase procedure.
* Maintained complete sets of Books of Accounts and got it audited through statutory auditors.
* Review all ledgers of Bank Accounts Verify Debit and Credit entries and also verify the Bank Charges and Interest.
* Tracking on Incoming Cash against Sales.
* Meeting with client to discuss and resole topics and issues.
* Worked on preparation & analysis of various budgets, cash flow, fund flow, fund management and investment decision.
* Fulfill the requirements of External Auditors.
* Monitor Cash Balance and Maintain relation Ship with bankers.
* Maintain debt and Equity ratio.
* Maintain all Open legal issues and required documents provide to the Legal Authorities on time to time basis.
* Implement best practice in the Financial and Accounting System.
* Producing weekly, monthly and quarterly status report.

**Organisation :K P B & Associates**

**Type ofOrganisation:Partnership Firm**

**Location : Chartered Accountant Firm at Mumbai**

**Designation :ArticleTrainee**

**Period:August 08 to February 12**

Completed three and half years Article training with **K P B & Associates** India, as required by the CA Institute regulations and Work at this role was a mix of Audit, Taxation and Feasibility reports.

* Statutory Audits of Private Limited Companies as well as actively involvedin preparing Audit reports and finalization of financialstatements.
* Vat Audit of Proprietary, Partnership, Private & Public Limited Companies.
* Filing of Vat Returns and Vat Audit Reports of several Clients.
* Prepared Financial Statement Including Balance Sheet, Profit & Loss A/c, Different Budgets, and Cash Flow Statements.
* Computation and Filing of Income Tax Return for various entities.
* Handling and Supervision of day to day record keeping & Accounting.
* Preparing Bank Reconciliation Statements.
* Scrutinizing the payments and Accounts Payables.
* Keeping the track of Income Tax/TDS Records.

**Accolades:**

* Secured 67% marks in **Financial Reporting (Accounts)** in CA Final Examination.
* Secured 62% marks in **Information System Control and Audit** in CA Final Examination.
* Secured 60% marks in **Financial Reporting (Accounts)** in CA InterExamination.
* Secured 60% marks in **Law** in CA Interexamination.

**OTHER TRAINING & COMPUTER LITRACY**

* Proficient Working knowledge of MS Office and Various customised Accounting Software.
* Completed 100 hrs. Information Technology Training Course prescribed by ICAI.
* CompletedOrientation Programme held by ICAI.