**Swasttik**

[**Swasttik.359924@2freemail.com**](mailto:Swasttik.359924@2freemail.com)

**Personal Summary: Finance and Audit Professional**

I am a capable individual who is willing to both support and challenge at all levels. Got all the relevant experience, numerical ability, finance and auditing expertise, positive and proactive approach that employers look for in a candidate. In my Current and previousroles, I have been pivotal in helping the company directors navigate the business through the next period of its financial and operational growth. As a true professional I am someone who only makes recommendations based on results to drive any improvement that is required. Possesses the ability to work in a fast-paced environment and meet strict daily deadlines. Tactful communicator who has a warm, friendly and welcoming manner & who is confident when communicating. Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct. Never put off by seemingly insurmountable obstacles, instead seeing them as challenges to be overcome.

Right now, looking for a suitable position that is full of possibilities.

**Professional Experience:**

**Aug 2015 till Present: CALEY ENERGY FZCO, Dubai (Finance and Admin Coordinator)**

**Working since August 2015, for Caley Energy Free Zone Company, a multi-million-dollar turnover establishment dealing in supply of manpower/technicians and equipment leasing to Petroleum companies. Proud to quote that during my work period as the Finance Manager the Co has successfully achieved a substantial profit increase, circa form a loss of USD 75k to profit of USD 300k.**

**JOB RESPONSIBILITIES ACCOMPLISHED**

**Financial accounting and reporting**

* Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
* Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
* Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary
* Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
* Review monthly results and implement monthly variance reporting
* Manage the cash flow and prepare cash flow forecasts in accordance with policy
* Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
* Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate

**Payroll preparation and administration**

* Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
* Process and submit statutory and benefits remittances on time
* Successfully establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and achieving it

**Office administration**

* Oversee and supervise the administrative function of the organization including reception, property/facility management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations
* Manage the management of all leases, contracts and other financial commitments
* Monitor all legislation relevant to the organization (JAFZA employment standards, occupation health and safety, human rights, etc) and all regulations on professional certification to ensure that the organization is compliant.

**Feb 2015 to July 2015: BAKER TILLY, Dubai (Statutory Auditing)**

**Worked since Feb 2015, as an Audit Associate for the statutory auditing team for the firm.**

**JOB RESPONSIBILITIES ACCOMPLISHED**

* Responsibilities performed includes running client engagement from start to finish, including planning, performing, leading and completing engagements in a timely cost efficient manner.
* Represented as the face of the firm, held continuous and result based interaction with clients and been part of the core team, constantly monitored the resources, time and budget.
* Maintained a strong client focus, be responsive to client’s requests, and developed/maintained productive working relationships with client personnel.
* Developed people through teamwork, integrity and leadership. Collaborated with team members to set goals & responsibilities.

**JOB PROFILE**

* Lead / Supervised audit engagements in a variety of industries including manufacturing, construction, engineering, infrastructure / real estate, telecommunications, technology, chemical and pharmaceuticals.
* Demonstrated Proficiency in applying GAAP and GAAS.
* Working knowledge of IFRS.
* Implemented the risk based audit approach.
* Identifying business, control and audit risks and evaluating, and documenting procedures and controls.
* Experienced in managing multiple engagements.
* Owned excellent analytical, technical accounting and auditing skills.
* Displayed excellent organizational, client service, communication and supervisory skills.

**Aug 2007 to Feb 2013: JM Vyas & Co Chartered Accountants**

A Jaipur (India) based firm serving corporate world in Audit, Taxation and Consultancy servicessince 1973 under CA Nitin Vyas, Secretaryof Regional Council of ICAI.

1. Controlled Statutory Audit of Banks and Companies: -

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| --- | --- | --- |
| Year | Clients | Nature of Work |
| 2009, 2010, 2011 | State Bank of Bikaner and Jaipur (10 Branches located in various places of Rajasthan) | Compliance related to NPA, Compliance related TDS, Issues related to Revenue leakage etc. |
| 2010 | Thar Gramin Bank | Compliance related to NPA, Issues related to KYC norms. |
| 2007-2010 | United Assurance Co. Ltd | Vouching and Verification. |
| 2007-2010 | Hotel Jaipur Ashok (An ITDC Unit) | Vouching and Verification, Issues related to consumer cards, Hotel Operations. |

2. Handled Internal Audit of ICICI (RAPG) at Jaipur, Bikaner, Jodhpur, Bhilwada and ICICI Home Finance in which I put my cautious effort toevaluate efficiency and effectiveness in each department viz Sales, Operation,Credit, Collections, Field Investigation.

3. RanConcurrent Audit of Various Banks: -

* ICICI Bank Housing Finance
* UCO Bank
* ING Vysya Bank
* IDBI Bank (Monthly & Quarterly)
* IDBI BANK Retail Assets (Monthly & Quarterly)
* Central Bank of India (Monthly & Quarterly)

4. Other Audits: -

* Quarterly Audit Rajasthan State Seed Corporation.
* Internal Audit of Rambagh Golf Club.

5. Taxation: -

* Performed various Tax Audits and prepared various tax returns.
* Assisted Principal in drafting various legal documents like application u/s 154, 144, 158 etc. of Income Tax Act 1961.

**Qualification**

* **Professional Qualification**

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| --- | --- |
| **Year** | **Level** |
| 2011 | Professional Competence Course (ICAI) |
| 2007 | Common Proficiency Test (ICAI) |

* **Academic Qualification**

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| **Year** | **Degree** | **University / Board** |
| 2011 | LLB (Academics) | University of Rajasthan |
| 2010 | B. Com | University of Rajasthan |

**Extra-Curricular Activities**

* Volunteered at All India Nation Convention held by ICAI in 2008, 2010,2013.
* Participated in various Photography exhibitions and work is been published in various magazines and newspapers published from Jaipur city.
* Participated in CBSE Zonal Badminton Competition in 2007.
* Performed Tandem Sky Dive in July 2015 form Dubai Palm Jumeriah.
* Completed Standard Charted Dubai Marathon (Free Run of 10 km) 2015 ,2016.

**Strengths**

* Proposing innovative solutions to defined problems to ensure that sound decisions are made across the company.
* Responding quickly, responsibly and pragmatically to situation that require immediate attention, focus and action.
* Capable of driving change across a whole finance department and comfortable in influencing key decision makers.
* Having a professional & helpful manner when dealing with finance related enquiries from colleagues/third parties.
* Understanding of book-keeping principles, debt management, and of computerised accounting software packages. Adroit in SAP Basic, Quick Books, Tally and other ERP softwares.
* Open to constructive feedback & always listening carefully to what employees have to say about my ability.