**LALIT**

**Finance Manager- DFSA CAT-3A**

lalit-36647@2freemail.com

**SENIOR FINANCE & ACCOUNTING OPERATIONS PROFESSIONAL**

Seeking a challenging opportunity in Finance/ Accounting industry for personal and professional growth.

**PROFILE**

* A diligent and dedicated accounting professional with more than 15 years of rich experience across financial management, accounting operations, budgeting & cost control general administration, financial analysis, bank reconciliations, corporate financing, and accounting operations.
* Proven professional strengths in requirements gathering, conducting gap analysis, receivable/ payable management and designing end-to-end solutions.
* Well versed with finance and accounting processes, including taxations, book keeping, and fund management, financial planning, auditing, compliance and MIS.
* A pro-active decision maker with excellent entrepreneurial skills gained through driving organizational growth for conducting strategic planning and execution.
* Proven professional strengths in requirements gathering, conducting gap analysis and designing end-to-end solutions, skilled in managing company's financial accounting, monitoring and reporting system.
* Sound understanding of various financial activities and capable of effectively defining the financial objectives, including implementing systems, policies & procedures to facilitate internal financial controls.
* Proficiency in formulating and implementing accounting policies/procedures, accounting standards and principles, taxation principles and statutory enactments.
* Adept at managing day-to-day business accounting functions as well as commercial & administrative functions for smooth operations.
* Exceptional problem solving abilities and a highly analytical bent of mind thus being able to comprehend complex financial data easily.

**CORE COMPETENCIES**

Industries

**⮊ Finance ⮊Education ⮊FMCG ⮊Trading ⮊SPA ⮊NGO**

**⮊Finance**

Cash/Fund Flow 🞛 Taxation & Statutory Compliance 🞛 Company Law 🞛 General Administration 🞛 Receivable / Payable Management 🞛 Commercial Management 🞛 Market Intelligence 🞛 Budgeting / Costing 🞛 Audit Facilitation 🞛 Financial reports 🞛 Relationship Management 🞛 MIS Preparation 🞛 Team Management 🞛Cost Control 🞛 Fund Management 🞛 Finalization of Accounts 🞛 TR/LC

**⮊Audit Management**

🞛 Internal Audit 🞛 Statutory Audit 🞛 ISO Audit

**⮊UAE Laws**

🞛Labor laws 🞛 Payroll Management 🞛 Gratuity 🞛 Leave Salary

**PROFESSIONAL EXPERIENCE**

**MORGAN GATSBY LIMITED (An Essel Group ME Enterprises) Nov.2016 to till date**

**DFSA CAT 3-A COMPANY**

**Finance Manager (Approved by DFSA), Deputy MLRO**

* Preparing and ensuring timely submission of quarterly and annual regulatory returns.
* Preparing and Reporting (a) P & L Statement (b) Cash Flows (c) Balance Sheet (d) Capital Adequacy Level to the SEO on a monthly basis using the Client Reporting System
* Maintaining and Reconciling the Cash held in the Individual Client Ledger Balance maintained in the Client Reporting System, Custodian Reporting System on a daily basis and getting signed off the reconciliation

statement by the Back Office‐ Risk Manager on a daily basis.

* Informing Front Office on mail when Client Money is received in Client Money a/c within the same day of the credit of the Money
* Performing all Cash related transactions (debits/credits) in the Individual Segregated Client Credit & Debit ledger maintained in the Client reporting System including settling the cash part in the Client Reporting System.

**PLANET CORE GROUP Mar 2012 – Mar 2016**

**Accounts Manager**

* Reviewed existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.
* Defined performance standards across all functional areas and periodically review performance with the deft application of concurrent management audit procedures.
* Proficiently consolidated / coordinated in the preparation of financial statements for corporate in compliance with Accounting Standards.
* Ensured Tax compliance: VAT, TDS Deduction, timely Payment to statutory authorities in the prescribed mode and filing of returns on regular basis.
* Identified opportunities to improve productivity, efficiency and ensured organization’s policies & procedures were complied with service quality norms.
* Familiar with the ISO principles, standards and inspection methods. Ability to manage ISO documents and generated monthly reports
* Provided financial overview and leadership for all major operating consideration and activities, including development of business and profit plans.
* Efficiently prepared reports on revenues & expenses and analysis of trends and carried out various analytical reviews and reported to the management.
* Deposited the revenue daily and filling the deposit notice & issue cheques and followed up and bought the daily order.
* **Major Accounts Handled Included –**
* CORE International Institute of Higher Education FZ LLC. RAS AL KHAIMAH, UAE

**(BIRLA INSTITUTE OF TECHNOLOGY, RANCHI, EDUCATIONAL INSTITUTE)**

* CORE Education & Consulting Solutions, DUBAI, UAE.
* Atlantis Global Enterprises FZ LLC, ISO Certified Company 9001 :2008, Dubai UAE
* Sohum Wellness Ltd, DWC LLC, DUABI, UAE

**M.H. ENTERPRISES LLC Oct 2009 - Feb 2012**

**Senior Accountant**

* Successfully managed the activities of bank Reconciliation of all 9 major banks also tracked Salesman’s Traffic Fines, Salik, Fuel, etc.
* Involved in the preparation of various details relating to purchase, job work & expenses for income tax and client Liaising-Interaction with the major clients and clientele.
* Checking all TR/LC related entries passed by the bank. Import goods costing to make the goods for saleable in the market.
* Reviewed existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency.
* Initiated the turnaround efforts for scrutiny of the audit reports & preparation of follow up action/correspondence. Organize various training sessions for the team to enhance their performance.

**J.K. TRUST GRAM VIKAS YOJANA Mar 2007 – Jan 2009**

**State Accounts Officer**

* Managed the Direct Tax – TDS calculation and prepared Final Accounts, Monthly Trial Balance and reported to the Superiors.
* Reviewed existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.
* Spearheaded efforts to identify, analyze, measure, control and report credit risks thereby displaying a firm commitment to the highest standards in Risk Control.

**PAST EXPERIENCE**

**MAJESTIC STADIA INFRASTRUCTURE PROJECTS (P) LTD** as Accountant, Mar 2006 – Feb 2007

**VYAS INSTITUTE OF ENGINEERING & TECHNOLOGY** as Accountants, Oct.2005- Jan.2006

**EDUCATION CREDENTIALS**

* Inter –Chartered Accountancy, Institute of Chartered Accountants of India 2006
* Bachelor of Commerce, University of Ajmer, Rajasthan, India 1992.

**IT SKILLS**

* TALLY, NAC, Orion, MS WORD, EXCEL, Page Maker, Corel Draw, Photoshop, Power Point

**Date of Birth**: 14 Jan 1972, **Nationality**: Indian

**Passport No**: H- 6145708; **Date of Expiry**: 14 September 2019

**Languages known**: English, Hindi

**Driving License:** UAE Driving License

**References**: Available on Request