CA Brijesh

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Summary

**Chartered Accountant** with around 2 **years** of experience in the areas of Finance, Taxation (Returns, TDS, Assessment procedures), & Audits.

**key strengths**

* Ability to adapt well and perform in a new competitive environment
* Intra & Inter personal skills to work well in both team environment and on individual assignments and accept constructive criticism. Strong analytical mind-set to learn quickly, analyse the situation, identify requirements and provide solutions.
* Easy going nature and able to coordinate with all departments
* Proficient in computation of corporate and individual taxes, corporate organizations, surplus distribution and cross boundary analysis etc.
* Highly skilled in researching issues and finding solution with best alternatives to Key Business risks.
* Proficient with Tally and Indian Income Tax Software

Organizational Experience – 2 Years

**PREVIOUS PROFILE**

**KOTAK MAHINDRA BANK - manager – GROUP INTERNAL AUDIT:** Internal Audit Retail liabilities (Branch Banking) AND RETAIL Assets (Loans and Advances)

**Key Job Responsibilities**

* Conducting audits of retail branches of bank.
* Conducted an Audit Retail Gold Loan business, Tractor financing.
* Ensure compliance with RBI rules and regulations, FEMA regulations along with necessary business prudence.
* Evaluation of Credit files – (Technical, Legal, Credit evaluations), monitoring the recovery mechanism for overdue cases, classification of accounts into NPA and allied activities.
* Verification of the CMA report, Title clearance Certificate, Property documents, Balance sheet and Profit & loss statement analysis of the customer.
* Monitoring the transactions/activities in the customer accounts.
* To keep track of regulatory circulars, guidelines, notifications, interpreting the same, along with considering the impact of it on businesses.
* Participation in Risks workshop for Risk assessment of Key Business processes, considering its impact and install controls to mitigate the same in consideration with COSO framework and SOX Act.
* Suggesting various process guidelines, changes in existing process to simplify the work and designing of business processes due to change in external factors.
* Undertook training and conducted pilot testing of Auditing software
* Transaction Advisory role by suggesting efficient business practices.
* Drafting of Audit report, participation in discussion of complicated issues with Business Head.

Apprentice

**J.K.Brahmin and co., Ahmedabad**

**(19/08/2011 to 18/08/2014)**

**Key Job Responsibilities:**

* **INTERNAL AUDIT OF HOTEL INDUSTRY**

* Heading internal audit of Hotel industry with hotel categories 5 star blue & green having rooms ranging from 95 to 250.
* Handling assignments of stock and asset verification, credit card receipts v/s bank reconciliation, preparation of control check list and implementation for functioning of internal controls.
* Night audit and daily revenue v/s tax levied for daily receipts of money.
* Monthly statutory dues audit and pre audit of payments.
* Handled audit of Permit shop.
* Suggesting various guidelines, framing accounting policies and SOPs for revenue recognition of Club. Also worked as book keeper and auditor for it.
* Monthly MIS audit and Profitability preparation of unity and group as whole.
* Proficient with SUN, Opera, IDS, Alift, Micros (POS) and Material Control (MC).
* Handled assignment of HR audit.
* Pre-opening and capitalization audits.
* **STATUTORY AND OTHER AUDITS**
* Handled statutory audits of Chemical industries, Textile industries and jewelers.
* Worked as team member for internal audit of automobile dealers.
* Audited Government Company as a statutory auditor for 3 years.
* Handled service tax registration, asset identification & asset verification for PSU.
* Audit of particular project and presenting its report to top management and Audit Committee of the company.
* **TAXATION AND OTHER WORK**
* Income tax matters such as making statement of total income, Net worth certificate, preparation and filling of Income tax returns, E TDS returns etc.
* Assisting in assessment procedures like preparation of appeal documents, submission, along with assisting at hearings.
* Capital gain matters related to NRI, OCI, and PIO card holders.
* Preparation of various legal documents, deeds and agreements.
* Dealing with financial matters of the client, advisory roles – Setting up businesses, business transactions, dealing in real estate etc.

Academic Credentials

* Cleared 2 subjects of CPA US in January 2017
* Anti-Money Laundering Know Your Customer (AML KYC) certified member of Indian Institute of Banking & Finance (IIBF)
* CA Final from I.C.A.I with 50% in 2014
* CA IPCC from I.C.A.I with 52% in 2011
* CA CPT from I.C.A.I with 57% in 2010
* B.Com from Gujarat University with 72% - 2010 - 13
* HSC from N. P. Bhalodia High School-Junagadh with 78% in 2010

Co-/Extra Curricular Activities

* Played at state level Badminton competition, state level Athletics competition and at inter school competitions like cricket and other games.

Personal Information

Date of Birth : 19th Sep, 1992.

Marital status : Single

Language Known : English, Hindi and Gujarati