**AMIT**

**AMIT.367335@2freemail.com**

**SYNOPSIS:**

A Chartered Accountant (ICAI) with experience in FMCG/Consumer Industry, having specialization in Financial Reporting & Auditing. Experience includes:-

* Financial Reporting and Accounting
* Financial System Implementation i.e. ERP Implementation ( Oracle JD Edwards)
* Vast exposure & specializations in Corporate Audits

### ACADEMIC CREDENTIALS:

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| **Qualification** | **Institute / University** | **Results (%)** | **Year** |
| **CA**(Chartered Accountancy) | The Institute of Chartered Accountants of India (ICAI) | 53 | Nov 2014 |
| **Bachelor of Commerce** (B.Com.) – Honors in Accounting | JNV University, Jodhpur (Raj.), India | 59 | 2007-10 |
| Higher Senior Secondary (XII board) | CBSE (India) | 76 | 2006-07 |
| Secondary (X board) | CBSE (India) | 63 | 2004-05 |

### EMPLOYMENT:

**Company**: Al Maya Group

**Location**: Head Office, Dubai

**Duration**: July 2015 – Present

**Designation**: Accountant, Overseas

**About Al Maya Group**

Al Maya Group is into Wholesale business of FMCG products & Retailing (Supermarket Chain, Borders, Paperchase Franchise Chain) across Middle East & UK with Group CFO in Dubai (UAE). The group has a vast reach throughout UAE with Supermarkets & Franchise stores at major locations.

**Work Experience**

 **Financial Reporting & Audit Support**

* Preparation of Consolidated Financial Statements for Overseas Company (comprising of overseas business of the group) as per the relevant financial reporting standards & principles.
* Preparation of all schedules required along with financial statements.
* Guiding the overseas locations in preparation of their Stand alone annual Financial Statements and getting them audited by the statutory auditor.
* Guiding the locations in preparation & filing of Tax returns as per the applicable tax law.
* Complying with the Tax Assessment requirements of locations. (like preparation & presentation of specific information required by the tax assessing officer).
* Assisting the IT team for annual systems audit conducted by external auditors.
* Reviewing the points raised by Internal Audit team and complying with the suggestions recommended.

**Month End Closing / MIS**

* Ensuring timely and accurate reporting of Monthly results to the management.
* Preparation of Business Unit wise monthly management accounts i.e. Balance Sheet, P&L as well as Consolidated Balance Sheet & P&L Statement for Overseas operations of the group.
* Supervising the teams present at various business locations and guiding them through the month closing process.
* Periodic Integrity and control checks on JDE ERP for different modules such as Account Receivables, Account Payables, Inventory & Fixed Assets.
* Preparation of Various reports on monthly basis forming part of our reporting processes such Divisional Investment Return & Analysis, KPI’s, Sales & Profitability summary.
* Preparation of presentations for quarterly review meetings chaired by CEO, which highlights various aspects of the performance & profitability of the business locations.
* Variance analysis for all the line items of Income Statements for the business locations.
* Preparing reports showing various financial and accounting ratios for analytical review.
* Ensuring posting of entries in the right GL accounts as per relevant IFRS’s and group accounting policies.
* Assisting the stock department in accounting for stock take at various business locations.
* Reviewing of aging & credit limit of debtors along with credit control team.

 **Other Activities**

* Formed an integral part of the team responsible for implementation of JDE ERP at two business locations (Qatar & Kuwait)
* Provided training to various users for finance module including sub modules such as Account Receivables, Account Payables, Fixed Assets & GL
* Ensured the deadlines given by management for implementation ERP at these locations are met.
* Ensured & validated the data that was to be transferred from the existing systems to the new system.
* Also worked on BI tool – Hubble (product of Insight software) and was responsible was preparation of various finance reports including sales & profitability summary, divisional profit & loss account, divisional balance sheet etc. at the group level.
* Prepared and presented reports to different business heads and finance managers.
* Also currently part of a team responsible for implementation of VAT and analyzing how it will affect our current structure and what preparation needs to be done for the same.

 **Company**: P.Singhvi & Associates

 **Duration**: August 2013 – October 2014

 **Location**: Ahemdabad, India

 **Designation**: Audit Incharge

 **Work Experience**

* Conducted and lead the team in various audits including statutory audits, Internal Audits, Trust/ tax audits, limited review.
* Guiding audit team and handling audit assignments independently.
* Preparation of audit reports and finalization of audit.

Profiles of some of the major clients handled are as follows:

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| --- | --- | --- | --- |
| **CLIENT NAME** | **INDUSTRY TYPE** | **NATURE OF WORK** | **POSITION IN TEAM** |
| Uttar Gujarat Vij Company Ltd.(A subsidiary of Gujarat Electricity Board) | Power Transmission | Statutory Audit | Team Leader |
| Gujarat State Civil Supplies Corporation Ltd. | Consumer Goods | Statutory and Tax Audit | Team Member |
| Gujarat Water Resources & Development Corporation Ltd. | Water Distribution | Statutory Audit | Team Member |
| Canara Bank (Maninagar & Rewadi Bazar Branch, Ahmedabad, Gujarat) | Banking | Branch Statutory Audit | Team Member |
| BSNL Gujarat Circle (GMTD office) | Telecom | Internal Audit | Team Leader |
| National Insurance Company (Gujarat Zone) | Insurance | Division Statutory Audit | Team Leader |
| Shree Chamunda Mataji Trust (Bhinmal, Raj.) | Trust | Internal Audit | Team Member |

**WORK EXPOSURE (Glimpse of work done)**

* **Bharat Sanchar Nigam Limited (Internal Audit –telecom company )**
* Reviewing the trial balance to see any accounts of adverse nature.
* To see proper asset classification is done and taxes paid on purchase are properly accounted for in respective accounts
* To review whether proper revenue has been accounted for the year as per details generated through the billing software
* To ensure taxes are deducted properly and deposited within permissible time limits and if not whether interest and fine have been paid and properly accounted for.
* To review whether expenses have been recorded in appropriate head of accounts and are properly authorized by the respective authority.
* To review different advances and to ensure whether those were disbursed with proper authorization and timely recovery is being made and if not respective actions are taken.

* **Uttar Gujarat Vij. Company Limited (Statutory audit under companies act,1956- Electricity transmission company)**
* To conduct divisional audits and ensure each division is working properly and review whether proper consolidation has been done with circle trial balances.
* Reviewing whether proper summarized returns are sent by the division and circle offices to the corporate in respective time intervals.
* To review division trial balance to ensure revenue and expenses for the year are properly recorded.
* Reviewing balance sheet, profit and loss and schedules to ensure they give true and fair picture of the state of affairs of the company and whether these are prepared in accordance with schedule VI of the companies act, 1956.
* To ensure the Balance Sheet and P&L comply with the accounting standards and make disqualifications wherever necessary.

**CA ARTICLESHIP TRAINING:**

Firm:    Singhvi & Mehta Chartered Accountants, Jodhpur.

Tenure of training: October 2007 to April 2011

**Work Experience**:

* Tax audit u/s 44AB of Income Tax Act, 1956 of private limited companies, firms & professionals.
* Performing various types of audits including Statutory audit, Tax audit, Internal Audit, Bank concurrent audit.
* Accounting of partnership firms, individuals and trusts.
* Vouching of various books like purchase book, sales book, cash book and journal.

**IT SKILLS:**

* Proficient in Microsoft Office (MS Excel, MS PowerPoint, MS Word)
* Working knowledge of Oracle JD Edwards (JDE) Financials – AR, AP, FA & GL
* Exposure to Hubble (Insight’s report writing & analytics software)

### EXTRA CURRICULAR ACTIVITIES

Won 1st Runner’s up for best presentation during General Management and Communication Skills (GMCS) training. (Mandatory training by ICAI)

### PERSONAL PROFILE

Date of Birth: June 28, 1989

Nationality: Indian

Current Location: Dubai

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