**Vivek**

**CA, M.COM., Dip IFRS (UK), Cert. FAFD**

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**CAREER OBJECTIVE**

* To Work in an environment where my skills can be developed to serve the organization with positive attitude and efficiency by way of harmonizing the organizational goals as my personal goals.

**CORE COMPETENCIES**

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| **Finance** | **Compliance** | **Audit** |
| **Budgeting**  **Reporting (MIS)**  **Variance Analysis**  **Accounting**  **Consolidation of Books** | **GST/ VAT UAE**  **Indirect Taxation**  **Annual Accounts Filing**  **TDS Compliances**  **Income Tax Compliances** | **Statutory Audit**  **Internal Audit**  **Stock Audit**  **CDR Audit**  **Forensic Accounting & Fraud Detection (FAFD)** |

**ORGANISATIONAL EXPERIENCE**

**Fiorano Software Technologies Pvt. Ltd., (Bangalore, India)**

**Senior Executive-Finance & Accounts**

**May 2016 - November 2017**

**Key Result Areas:**

* Controlling of all the accounting and statutory compliance functions of **Dubai, Singapore, UK, and Japan** Group Companies
* Preparing the monthly **Budgeted Plan** and ensuring that sufficient funds were available to make monthly expenses, invoices, payroll and payroll tax payments
* **Weekly reporting ( MIS )** tothe top management and meeting for analyzing Financial and Non Financial functioning of the companies
* Preparation of **Annual Budget**
* Quarterly **Variance Analysis** of the Budget made
* Preparing Financial Statements and **Annual Report**
* **Filing of Annual Accounts** to ACRA for Singapore based Company and to Company House for UK based Company
* **Filing of Income Tax Return** of Singapore and UK Company
* Posting **entries** (accounting) and **monthly review** of books
* **Consolidating** the books of Group Companies
* Ensuring the **adequate funds** are available in respective currencies
* **Coordinating** with **Statutory Auditor** to get the audit done
* Contacting with **foreign Tax Authorities** and Other Statutory Authorities for **resolving the technical queries** and for clarification
* **Bank Reconciliation** of the accounts in various currencies
* **Monthly Reconciliation** of all balance sheet items
* **Communicating with banks** for the various issues and other quires raised by banks
* Sending **Overdue Notice and Overdue Statements to Customers** whose accounts are overdue and coordinating with sales and marketing team for timely collection from Debtors
* Updating **due date Calendar** to ensure all the tasks are completed before the due dates
* Ensuring all **Contracts** with Customers, Partners and Vendors are properly maintained and updated in **Zoho** CRM software
* Preparation of **salary sheet** and commission sheet of foreign employees
* **Renewal of Trademarks** of India, EU, USA and Singapore
* **Studying the implementation of VAT** for **Dubai** based Company
* **Registration of GST and Filing of GST Returns**
* Keeping abreast of the **Rule change/New guidelines** having impact on the companies
* Reviewing the work of **Team members** reporting to me and ensuring **Correctness** and **Completeness** for all their work
* Ensuring the New Team members are adequately trained and providing appropriate feedback to Manager
* Ensuring adherence to the laid down **Standard Operating Procedures**
* Ensuring complete **Documentation/Record keeping**

**M.M. Bhasin & Co., Chartered Accountants (New Delhi, India)**

**June 2015 - May 2016 as Assistant Manager**

**March 2012 - March 2015 as Article Assistant**

**Key Result Areas:**

**Auditing Field:**

***Statutory Audit (External Audit), Internal Audit, CDR Audit, Stock Audit, Limited Review***

* Designing **audit programs** in consultation with client and ensure completion of the same with in time
* Review of **operations and records** and ensure controls are in place in **Internal Audit**
* Checking **statutory compliances** of Accounting Standards, Standards on Auditing, CARO and Companies Act while carrying out audit of Revenue, Receivables, Payables, Fixed Assets, Payroll and Cash w.r.t to documentation, authenticity and authorization for payment and recording
* Conducted the **statutory audit** encompassing the general ledger, accounts receivable and payable, cash, investments and payroll
* Conducted **physical verification of stock** and reconciliation with book of accounts
* Scrutinizing of various ledgers and their reconciliation including bank **reconciliation**
* Auditing to ensure that Adequate **Internal Financial Controls** are in place as required by companies Act
* Ensuring that Hypothicated Items are not overvalued and analysing movement of Funds in **CDR Audit**

**Statutory Compliance & Taxation Field:**

* Studying **GST Provisions** and **Presenting** the Same with Team Members
* Registration of Service Tax, Filed Refund of Service Tax
* Prepared & Filed Income Tax Returns of various assessee including Companies
* Conducted Tax Audit of Comapnies, Partnership Firms, and Trusts & Individuals U/s 44AB of Income Tax Act 1961
* Ensuring TDS Compliance of Clients, Consultancy on TDS and Filing of TDS Returns
* Registration of Companies on ROC, Service Tax Registration
* Filing of Service Tax Return, ROC Returns
* Consultancy on Taxation matters and Tax Planning

**Other Fields:**

* **Preparation of Financial Statements**
* Prepared **Fixed Assets Register** of Clients and guiding for proper management of Fixed Assets
* Physical Verification of Fixed Assets and mapping the report with the booked record of Fixed Assets
* Applied for **Refund of Service Tax**
* Preparing **Plans and assigning tasks** to the Juniors and periodical **review** to ensure the productivity

**EDUCATION**

**Professional Qualifications & Certifications**

* **Chartered Accountant (CA)** from ICAI in July 2015
* **Certified Forensic Accounting and Fraud Detection Professional** (ICAI) in September 2017
* **Diploma in IFRS** from ACCA UK in Jan 2017

**Academic Qualifications**

* **M Com.** from Indira Gandhi National Open University (IGNOU) in 2016
* **B Com.** from Indira Gandhi National Open University (IGNOU) in 2013

**Achievements**:

* All India Merit **Rank** **(AIMR) 9th** in CA CPT
* **Meritorious Scholarship** from S. Vaidyanath Aiyar Memorial Fund, ICAI
* **100% marks** in Mathematics in Class 10th

**professional skills & strengths**

* Having good knowledge of Computers in MS Office (Word, Excel, PowerPoint), accounting packages like Quick Book, Tally, Busy win, Zoho, Compu office
* General Management and Communication Skills (GMCS) Training certification conducted by ICAI
* 15 days Orientation Programme and Information Technology Training Certification conducted by ICAI

**personality profile**

* Self-confident, Self Motivated, focused and dedicated to Work
* Strong analytical and logical skills
* Remarkable patience and skilful in handling the cases
* Honest, Punctual and hard working
* Flexible in travelling
* Member of Toastmasters Club

**PERSONAL DETAILS**

Date of Birth: 14th August 1993

Languages Known: English, Hindi and Nepali

Nationality: Nepali

UAE Visa Status: Visit Visa