**JIGNESH (FCA)**

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 **CHARTERED ACCOUNTANT | FINANCE MANAGEMENT | MIS REPORTING**

**Professional Synopsis**: A highly energetic, astute and strategic corporate finance & risk management professional with over 8 years of experience (including 2.5 years of Gulf ) in designing and implementing corporate policies and procedures to meet the company's long and short term financial needs and enhance operational efficiency of the organization.

**Key Skills**

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| * Financial Reporting
 | * Receivable
 | * Financial Analysis
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| * MIS Reporting
 | Management | * Payable Management
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| * VAT Specialist
 | * Information Technology
 | * Proficient in Excel
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| * Consolidation of Accounts
 | * Budgeting and planning
 | * Variance Analysis
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**CAREER REVIEW**

Sept 2016 to Oct 2017 : Safety Electrical Group as Group Internal Auditor

April 2016 to July 2016 : IBN Al Nafeez General Trading LLC as General Accountant

Nov 2014 – Nov 2015 : Nafal Road Construction LLC as Assistant Manager – Accounts & Finance

May 2012 – Oct 2014 : NMC Industries Private Limited as Assistant Manager – Accounts & Finance

***Gowth Path(Article Training)***

Senior Auditor (Jan 2009 to Mar 2010)

 Audit Associate (Jan 2007 to Dec 2008)

**PROFESSIONAL EXPERIENCE**

* **Company Profile** - A prominent industry leader in the Electrical and Lighting Sector in the region, the company specializes in the Engineering, Manufacturing and Assembly of Switchgear Panels, as well as Trading of Electrical and Lighting Products for commercial, industrial, hazardous and adverse environment applications.
* ***Group Internal Auditor* : Safety Electrical Group (Dubai)**
* Responsible for developing & executing the Internal Audit strategy to meet current and future needs of the business.
* Performs the Audit in a professional manner and in accordance with the approved Audit program.
* Preparing draft observations and discussion with the process owners and management.
* Design and implement internal audit plans and programs (operational and financial)
* Follow-up of previous report and implementation of the agreed action plan.
* Plan and conduct reviews of internal controls of the group companies.
* Determine whether processes, procedures and internal controls exist, are adequate, documented, understood and adhered to by all relevant parties.
* Recommend changes in policies/procedures to increase efficiency of operations and to reduce cost.
* Evaluate audit findings; prepare and present the results of audit work and recommendations to the CEO.
* **General Accountant*: IBN Al Nafees General Trading LLC***
* Produce monthly management report (Balance Sheet, P & L) and Cash Flow.
* Weekly, monthly & quarterly reporting to Management like Receivable & Creditor Ageing Analysis & Project status.
* Handled Working Capital management-Debtors collection analysis, Financial Reporting etc.
* Compliance of policies & procedures like travel policy, leave policy, asset policy.
* Monthly reconciliation of Intercompany balances, prepaid and accruals at group level.
* ***Assistant Manager – Accounts & Finance : NAFAL Road Construction LLC***
* Handled Working Capital management-Debtors collection analysis, Financial Reporting & Budgeting etc.
* Produce monthly management report (Balance Sheet, P & L, Cash Flow, Project wise profitability) as per IAS & IFRS.
* Verification of Monthly Financial statements of divisions and comparing it with budgets and analyzing the variances.
* Weekly, monthly & quarterly reporting to Management like Receivable & Creditor Ageing Analysis & Project status.
* Liaising with Bank for Letter of credit, Trust receipts and other financial facilities.
* Maintaining daily cash management, preparation of monthly forecast of cash flow and borrowing summary, liaising with bankers.
* Compliance of policies & procedures like travel policy, leave policy, asset policy.
* Managing audit and coordinating with external auditors till the issuance of final report.
* To audit monthly time sheets, preparation of various payments and end of service benefits.
* Exposure to International Financial Reporting Standards (IFRS)
* **Company Profile** - Leading trader & manufacturer of Railway Track Components & Fittings.
* ***Assistant Manager – Accounts & Finance : NMC Industries Pvt Ltd***
* Preparing & Finalization of Financial statements of group companies in accordance with Revised Schedule VI of companies Act,1956 and Indian Accounting Standards.
* Reviewing aging schedules of receivables and payables.
* Monthly reconciliation of Intercompany balances, prepaid and accruals at group level.
* Process the closing of books of accounts on monthly basis.
* Ensure timely payments to vendors, verifying pricing & Terms of Purchase order.
* Calculation and verification of the payment of VAT, Service tax and TDS on monthly basis.
* Filling the VAT, Service tax and TDS returns before its deadline.
* Preparing Scrutiny Assessment details and replying to notices from Income Tax Department.
* Check and authorize all import and export documentation such as letters of credit, Bank Guarantee and import/export bills.
* Monitor and resolve any issues and discrepancies in all trade finance transactions.
* Managing audit of all group companies and coordinating with external auditors till the issuance of final report.
* Credit Rating approval process handling.
* Coordination in RBI Compliances and aware of all new legislation, compliances with existing regular requirements.
* Filling of various secretarial returns for ROC compliances for companies.
* ***Article Trainee & Audit Associate : Anil Thakrar & Co***

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| **Area of Work** | **Responsibilities** |
| **Statutory Audit & Tax Audit** | * Preparing audit plan.
* Vouching and ledger scrutiny.
* Finalizing financial statements. Preparing audit reports.
* Assisted in preparation of Bank Proposals for procuring finance for various clients.
* Filling of Annual ROC returns of various Private Limited Companies.
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| **Income tax scrutiny****Assignments** | * Coordinating with clients for collection of requisite information.
* Verifying and compiling necessary documents.
* Appearing before Income tax authorities. Analyzing the assessment orders.
* Filing appeals and rectification applications.
* Computation and finalization of Income Tax liability
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| **VAT AUDIT** | * Preparation of summary as per books & returns as required under the Act.
* Reconciliation of summary as per books and returns filed.
* Preparing Reconciliation of Turnover of Sales & Purchases as per books & under VAT Act.
* Finalization of revised returns to be filed before audit & post audit.
* Verifying the Concessional rate forms (Form C) or Zero rated forms (Form H/I) claimed by client during the year.
* Preparation and Finalization of VAT Audit Report with relevant annexure.
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**DOMAIN SKILLS**

* Analyzing business operations, trends, costs, revenues, financial obligations for future project revenues & expenses while managing overall accountability of financial planning, budgeting, project cost analysis & implementation.
* Responsible for capital budgeting decision making and cash-flow analysis, and analyzing investment appraisals and management of cash flow & distribution of funds in critical financial situations.
* Examining & evaluating financial systems, management procedures, and internal controls to ensure that records are accurate & controls are adequate to safeguard against fraud/ misrepresentations.
* Implementing measures, preparing and finalizing various operational processes to support business with due consideration of organization’s internal policies and operating standards on an ongoing basis.
* Monitoring the inflow/ outflow of funds; taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.
* Supervising the preparation of MIS reports providing feedback to top management on financial performance.
* Carrying out audit functions, defining audit schedules, preparing quick, accurate financial information and reports to communicate audit findings and financial data.

**PROFESSIONAL QUALIFICATIONS**

* Chartered Accountant in the year 2011 from Institute of Chartered Accountants of India
* Pursuing Diploma in IFRS from ACCA UK.

**ACADEMIC QUALIFICATIONS**

* Bachelor in Commerce in the year 2009 from University of Mumbai, India with **73%**.
* HSC in the year 2006 from Maharashtra State Board with **70%**
* SSC in the year 2004 from Maharashtra State Board with **79%**

**TRAININGS**

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| * Training & Seminars conducted by WIRC & ICAI
 | * 100 hrs presentation skills course (GMCS) – 2011
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| * 100 hrs of Information Technology Training (ITT)
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**IT SKILLS**

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| * Proficient in MS Excel, MS Word, MS Power Point
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| * Microsoft Dynamics, Microsoft Navision, FOCUS, Tally.ERP 9 and FACT.
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**PERSONAL DETAILS**

**Date of Birth:** 9th Jan 1989 | **Nationality:** Indian | **Marital Status:** Married

 **Visa:** Visit Visa | **Availability:** Immediate

**Language:** English, Guajarati & Hindi | **Reference:** On Request | **Hobbies:** Playing sports & Reading Novels