ANAND

**CHARTERED ACCOUNTANT**

Email Id – anand-397631@gulfjobseeker.com

# CAREER ASPIRATION:

Pursuing a challenging career in a multidimensional work culture that nurtures the drive and endeavor to optimize efforts by effectively combining qualifications and experience to achieve corporate objectives and provide value added solutions in the process.

# SYNOPSIS:

* A performance driven **Chartered Accountant** by qualification with 4 years of total experience;
* Worked as an **Associate** with **Rajani Consultancy Chartered Accountants** at Junagadh, India (Dec’18 to Sep’19);
* Worked as an **Article Assistant** with **B.B. Shah & Co**, **Chartered Accountants** at Mumbai, India (Sep’14 to Jan’18);
* Capable of managing accounting activities including preparation of financial statement and reconciliation statements leading to finalization of accounts;
* Excellent leadership qualities along with an ability to motivate team to work towards organizational goals and align individual interest with organizational interest; and
* Ability to work in a dynamic environment and under pressure situations. Possess honesty and the ability to work hard.

# CORE COMPETENCIES:

* Financial Reporting
* Management Accounting
* Bank Reconciliation
* Cash Flow Management
* Direct Taxes
* Internal Control
* Constructive teamwork
* Portfolio Management
* Statutory & Internal Audit
* Financial Analysis
* Budgeting & MIS
* VAT (Value Added Tax)
* Proficient towards advance MS Office
* Communication and interpersonal skill


# ACADEMIA:

**2019**: **Chartered Accountant** - Institute of Chartered Accountants of India

**2015**: **Bachelor of Commerce** - University of Mumbai, India

# ACCOLADES:

* Successfully managed and hosted annual function of Hostel
* Part of Hostel management committee
* Represented Hostel in various tournaments - Cricket & Carrom

# PROFESSIONAL WORK EXPERIENCE:

## JUNAGADH, INDIA (Dec’18 to Sep’19) Designation: Associate

**Accounts and Finance:**

* + Preparation of yearly financial statement and coordination with external auditor to complete the audit;
	+ Preparation of monthly management accounts comprises of profit & loss statement, balance sheet and cash flow statement and its notes to the management on a consolidated basis of three venture;
	+ Prepare management reports to examine operating expenses of the company and suggest the corrective action, if required;
	+ Assist in reviewing the current budgetary and accounting policies of the company and suggest the changes, if any;
	+ Assist Chief Accountant in preparing books of accounts;
	+ Managing accounts payables; and
	+ Finalization of accounts as per the revised Schedule III (Companies Act, 2013).

## MIS and Budget Preparation:

* + Preparation of monthly MIS and yearly budget. Also, preparing a presentation for management showing major variances for any corrective and preventive actions.

## Portfolio Management:

* + Identify the working capital requirement and accordingly arrange the fund;
	+ Identify the current and capital requirement of the funds;
	+ Analysis of stock exchange and identifying the best suitable opportunity for investment; and
	+ Manage the working capital of the company.

# B.B SHAH & CO. CHARTERED ACCOUNTANT, MUMBAI - INDIA (Sep’14 to Jan’18) Designation: Article Assistant

## Audit:

* + Preparation of audit plan and conducted an audit in timely manner as per the Standards of Auditing (SAs) of limited companies and private limited companies;
	+ Preparation and presentation of audit report;
	+ Preparation of debtors and creditors ageing report and keeping track of all receivables and dues from

/ to outside customers / suppliers;

* + Ledger scrutiny & third-party confirmation; and
	+ Evaluate internal control system, sorting & rectifying of discrepancies and reporting.

## Tax:

* + Preparation and presentation of Transfer Pricing report;
	+ Conducted Tax Audits as per Income Tax Act, 1961;
	+ Advance tax planning and filling of Income Tax Returns for corporate & non-corporate clients;
	+ Preparation of form no.15CA/15CB for Foreign Remittance;
	+ Preparation of various documents to be submitted with respect to various notice issued by Income Tax Department; and
	+ Assisted in preparation of submission for CIT Appeals and ITAT Appeals.

## Other Matters:

* + Prepare and maintain books of accounts of various clients;
	+ Preparation and filling of Registrar of Companies (ROC) return;
	+ General accounting of individuals, sole proprietors and partnership firms;
	+ Preparation and filling of VAT and CST return; and
	+ Preparation and filling of VAT audit report.

# COMPUTER PROFICIENCY:

* Good knowledge of MS Word, MS Power Point & MS Excel;
* Knowledge of accounting software - Tally ERP 9, SAP and Oracle
* Tax based software - Genius

# PERSONAL DOSSIER:

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| **Particulars** | **Details** |
| Date of Birth | 26th January,1995 |
| Nationality | Indian |
| Languages Known | English, Hindi and Gujarati |
| Marital Status | Single |
| Hobbies | Listening Music, Playing Cricket, Travelling, Adventure Sports, Managing functions and taking initiatives for social events |
| Visa Status | Visit Visa (till 10th May, 2020) |