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| **Career Objective** | To Work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency. |
| **about myself** | I am a Chartered Accountant by profession & further looking forward for an opportunity in the field of Finance, Accounts, and Audit & Assurance. I am rated to possess good academic, analytical, and communication skills. I endeavor to contribute to the corporate world with my professional qualification and intellect. |
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| **Professional Qualification** | CHARTERED ACCOUNTANCY COURSE FROM ICAI.Final Cleared in Nov’2011PE II Cleared in Nov’ 2009CPT Cleared in Nov’ 2006 |
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| **Educational Qualification** | M. Com in 2010 from Mumbai University B.Com in 2008 from Mumbai University Class XII in 2005 from Gujarat BoardClass X in 2002 from Gujarat Board |
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| **work Experience** | Working as an Assistant Manager with International Modern Hospital from July - 2013***Current Responsibilities:-**** Verification of Cash, Bank, Payment, Receipt and Journal Voucher.
* Authorized to approve discount on Bills, Purchase order approval.
* Preparation of Profit and Loss Account and Balance sheet of Various Clinics and International Modern Hospital on a monthly basis.
* Responsible for preparation of Department and Doctor’s wise revenue report on a monthly basis.
* Responsible for calculation of Doctor’s Commission as per agreed terms and Contracts on a monthly basis.
* Responsible for Scrutiny of Supplier, Customers and General ledgers, Payroll checking.
* Responsible for preparation of Projections, Cash Flow Statement, Checking of Bank Reconciliation.

Worked as Assistant Manager with Unibeton Ready-mix Al Ain, Abu Dhabi from Sept. 2012 to July 2013***Responsibilities Handled:-**** Responsible of proper maintenance of Books of Accounts, Reconciliation of Bank Accounts, and Reconciliation of parties Accounts.
* Quarterly Closing of Books of Accounts and Preparation of Balance Sheet and Profit and loss Account.
* Interaction with Internal and Statutory auditor for getting audit done and reply to queries of Auditors.
* Dealing with banks for the opening of LCs and Guarantee Letter and other day to day transactions.
* Preparation of Financial Modeling and Project Report.
* Liasioning with various banks and financial institutions for getting sanction and negotiation with bankers for terms of the sanction.
* Liasioning with external rating agencies, legal counsel and advisors.

Article ship from M/S Vasant S Karve&Co. Chartered Accountants, Mumbai, from Dec. 2006 to June 2010.Worked as an Audit Supervisor with the same firm from Dec, 2010 to Aug, 2012.***Responsibilities includes:-**** Analysis and preparation of Financial Statement.
* Preparation of Auditors Report and Notes to Accounts.
* Application of statutory provisions & requirements of Accounting Standards.
* Compliance of various Accounting Standards, Auditing and Assurance Standard, Company Act and Income Tax Act.
* Verification of Fixed Assets & Inventory.
* Demonstrated abilities in completing audit assignments within time budgets and calendar schedules while handling multiple tasks.
* Tax audit under Income Tax Law of Corporate entities, Partnership firms as well as Individuals.
* Tax Returns – Individuals, HUF, partnership firms and Cos.
* Compliances with various Income Tax Notices, preparing replies and appearing before Income Tax authorities.
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| **Extra-curricular** | * Winner Award in Carrom Single in the hostel during academic year 2007-08.
* Man of the series Award in Cricket Tournament held by WICASA of WIRC of ICAI in February’2009.
* Participation in Various Competitions & Elocutions.
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| **Computer Proficiency** | * Working knowledge regarding application package MS Office, Tally& ERP of Microsoft Dynamics Xapta.
* Completed Computer Training of 100 hours as per the guidelines prescribed by Institute of Chartered Accountants of India
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| **Personal Details** | * Date of Birth : 21st August, 1987
* Languages known : English, Hindi, Gujarati & Marathi
* Nationality : Indian
* Visa Status : Employment Visa (Work Permit)
* Marital Status : Single
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|  **Hobbies** | Listening to Music & Playing Cricket& Badminton. |

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| **Personal Assets** | My strength may be marked with three words:-* Integrity
* Innovation
* Initiative

These are the three mantras with which I work. |

**Date:**

**Place:**