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| **SAURABH SURESH GATTANI** | | | | | |
| **PERSONAL INFORMATION:** | | | | | |
| Date of Birth | | November 8, 1989 | | | |
| Address | | B-54, Punarvasu,  Sector-3, Sristhi,  Mira Road (E) - 401107 | | | |
| Phone | | (Cell) +91 9819185246 | | | |
| Email | | [saurabh.gattani18@gmail.com](mailto:saurabh.gattani18@gmail.com) | | | |
| Linguistic Skills | | English, Hindi, Marathi, Marwari | | | |
| Marital Status | | Married | | | |
| **OBJECTIVE:** | | | | | |
| To work in a dynamic environment, that provides me a wide 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. | | | | | |
| **PROFESSIONAL QUALIFICATIONS:** | | | | | |
| **Examination** | **Institution** | | **Year of Passing** | | **Percentage** |
| CA Final | I.C.A.I | | May 2011- Group 2  May 2012- Group 1 | | **55.50%**  **55.25%** |
| PCE | I.C.A.I | | June 2009 - Group 1  May 2010 -Group 2 | | **50.00%**  **64.00%** |
| C.P.T | I.C.A.I | | August 2007 | | **78.50%** |
| **ACADEMIC QUALIFICATIONS:** | | | | | |
| **Examination** | **Institution** | | **Year of Passing** | **Percentage** | |
| B.Com | Mumbai University (Mithibai college) | | March 2010 | **82.43%** | |
| H.S.C (12th) | Maharashtra board  (Mithibai college) | | March 2007 | **70.50%** | |
| S.S.C (10th) | N.L. Dalmia High School | | March 2005 | **82.26%** | |

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| **PROFESSIONAL EXPOSURE :**   * HDB Financial Services Limited (subsidiary of HDFC Bank) (Nov 14 – Present) |
| * Future Group (Feb 13 – Oct 14) |
| * C.K.Selarka & Co. (Mumbai) * K.K. Khadaria & Co. (Mumbai) |

**KEY ASSIGNMENTS:**

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| 1. **HDB Financial Services Limited** |
| Working as Associate Finance in HDB Financial Services Limited (subsidiary of HDFC Bank) a Non- Banking Financial Company, focused on retail lending. |
| Responsibilities included :- |
| * Monthly MIS Reports to Business heads & Parent Company (HDFC Bank) for consolidation like ALM reports, etc. |
| * Securitization payouts calculations, accounting entries & coordinating with trustees for new deals |
| * Handling service tax matters including calculation & returns |
| * Demonstrated success in formulating & implementing of accounting processes / software of bills payable |
| * Monthly closing accounting activities like provisioning, bills payable closure & proper booking of month end disbursed loan cases |
| * Assisting in finalization of accounts along with for notes to accounts & Liasioning with internal & statutory auditors |
| * RBI Returns like NBS-7, 500cr NDSI & STDL |
| * Handling Insurance claims of employee fidelity & theft, lodged by the company |

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| 1. **Future Group** |
| Handled independently a subsidiary company namely nuFuture Digital (India) Limited of Future group engaged in Business Information Technologies. |
| Responsibilities included :- |
| * Handled Direct & Indirect taxation matters including scrutiny assessments. |
| * Monitored statutory compliance like TDS, Service tax, LBT, Vat, PT & PF |
| * Banking & Treasury operations |
| * Finalization of Financial Statements |
| * Preparing Monthly MIS & Projections |
| * Ensuring smooth functioning of Statutory Audit & Tax Audit of the company |
| * Maintaining accounts & cash flow |

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| **Articleship Experience** |
| **1. Income Tax** |
| * Actively engaged in tax audit and drafting of tax audit reports of Private Ltd. Companies, proprietorship and partnership firms. |
| * Engaged in Computation of Total Income under the Income- tax Act, 1961 and preparation & filing Income Tax Returns. |
| * Compilation of details for scrutiny assessments |
| * Preparation of rectification letters u/s 154 |

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| **2. Audit** |
| 1. Statutory Audits: |
| * Had the opportunity to conduct Interim Audits of various companies in diverse sectors like manufacturing, trading, financing etc. |
| * Handled Statutory audits from basic vouching, statutory compliances to Finalization of Audit reports & presentation |
| 1. Bank Audits: |
| * Member of the Audit Team of Statutory Audit of the State Bank of India, branches in Mumbai and Stock audit in Gujarat. |
| * My job involved verification of ‘Weekly Abstracts’, supporting documents for sanctioning of loan, FBT and physical verification of ATM & on hand cash. |

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| **IT Forte** |
| * Sound knowledge of MS-Office suite (Word, Excel, Power Point), Windows XP, Windows 7 . |
| * Expertise in Sun Systems (Infor) |
| * Functional knowledge of SAP & ERP package (Tally) |