

IMRANSHA DIWAN

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OBJECTIVE

To be a part of organization where I can utilize my analytical skills, finance knowledge in an effective manner and contribute to the growth of organization.

PROFESSIONAL EXPERIENCE

Company Name : MIT World Peace University,Pune

Designation : Manager- Finance & Accounts

Work Experience: Since February,2022

PROFESSIONAL/EDUCATIONAL QUALIFICATIONS

Qualification/Examination	Institute	Month/Year
Chartered Accountant	Institute of Chartered Accountants of India	July 2016
Master of Commerce	Gujarat University (Grade B ACCREDITED by NAAC)	May 2014
Bachelor of Commerce	Sardar Patel University	April 2012
Class 10+2	Gujarat Secondary & Higher Secondary Education Board	March 2009
Class 10	Gujarat Secondary & Higher Secondary Education Board	March 2007

PROFESSIONAL EXPERIENCE

1) MIT World Peace University (From Feb,2022)

MIT World Peace University is First Private university in the state of Maharashtra, The MIT Group is serving to the nation with more than 39 yeas in the field of education, MIT world peace university is having more than 500 Cr Turnover with more than 17 thousand students currently doing studies.

- Implementation of Oracle Net suite from Tally ERP.
- Implementation of TCS ION Software for Education sector.
- Preparation of Charts of Accounts and reporting format for Oracle Net suite and TCS ION.
- Develop financial plans, objectives and forecasting of revenue and target settings.
- Implementation of Payment Gateways and Virtual account for normal NEFT/RTGS/Imp's transactions and automatic knocking off receipt.
- Defined the Sop's for Centralized Revenue department, i.e., Sop's from Student Admission process to Revenue Recognition in the System.
- Closely work with Integration of student ERP software with Payment Gateways and EDC machine (Paytm, PayU and CC Avenue)
- Prepare and analyses of various reports like, Fees receivable, Outstanding report, and income statement.

2) Satguru Holidays Worldwide Limited (From Feb,2019 to Feb,2022)

- Prepare and analyses management information on rolling business performance.
- Develop financial plans, objectives and forecasting of revenue and target settings.
- Participate into strategic projects (Acquisition, diversification and restricting).
- Effective utilization of financial resources of business (Incl. Capex and Net working Capital).
- Review feasibility studies and capital appropriation requests for investment; Conduct financial analysis.
- Support business and Management with ad-hoc analysis and queries. (I.e., Client dependency analysis, Margin analysis, Revenue leakages, Expense Analysis).
- Implement the Cars In Africa project and defined the control point and report for mitigate it, i.e. Maintenance of Fleet Report, Car tracking system and Manual Log book.

❖ Receivable /Payable

- Creation of the vendor master and customer master in the system.
- Ensuring timely processing of the invoice in the system and submission of the invoice to customer in credit period. And due verification of credit and debit note submitted to customer.
- Setting and updating credit limits of the customer and liaising with RM/BM for sales management and credit controls.
- Evaluated new customers credit by analyzing financial statement, equity report and credit reference.
- Time to time review of the sales and health checkup of the customer and their creditability in the market.
- Review and analysis the overdue debt and implementing controls to reduce it.
- Ensuring and monitor team's compliance and legislation with global credit policy.
- Preparation of monthly and yearly credit collection report.
- Monthly and quarterly publishing the Debtors and supplier ageing report and long dues client list to management.

- ❖ Managing the Statutory audit and Tax compliance of 13 Entities registered in Rwanda, Uganda and Malawi and compliance with requirements relevant statutes of a country.
- ❖ Monthly preparation of financial statement, Fund flow statement and Working capital management.
- ❖ Monthly Book Closure, GL scrutiny and Group company reconciliation of 88 Branches as a R2R and various other reconciliation like Debtors, creditors and BRS.
- ❖ Leading a team of 5 Members.

3) Talati & Talati, Chartered Accountants, (From Mar, 2017 to Feb, 2019) as an Audit Associate

- I have learned various accounting and auditing aspects such as vouching & verification, preparation and presentation of financial statements, analytical review of trial balance and general ledgers, control procedure of various operations, preparation of various audit reports & certificates, disclosure requirements as per applicable statute and accounting standards, preparation of various audit documents and audit working papers, professional courtesy, and etiquette.
- I have handled and been a part of the following audit assignments:

Name of Company	Industry Type	Nature of Assignment	Key areas of Learning
Gujarat State Petroleum Corporation Gujarat state petroleum Corporation is a holding company along with 21 joint venture, a largest public sector unit (PSU) for a state of Gujarat, A leading Oil and Gas organization, A 2 largest public sector undertaking in terms of Revenue and Employee. Having a revenue more than 100000 Million.	Oil and Gas Company	Statutory Audit	<ul style="list-style-type: none"> • Consolidation of financial statements of Gujarat State Petroleum Corporation with compliance of IFRS. • Disclosure and Accounting of Joint Ventures and their reporting • Ledger Scrutiny • Certification Work • Technical Write-off • Process audit of Internal Financial control as per companies act, 2013.
BSNL (Bharat Sanchar Nigam Limited) Gujarat Circle BSNL is leading Telecommunication organization. A largest Public sector undertaking (PSU) in terms of revenue and Employees. Having Revenue more than 15000 million and the Employees more than a million.	Telecommunication Sector	Statutory Audit	<ul style="list-style-type: none"> • Consolidated Financial Statement of BSNL Gujarat Circle, with compliance of IFRS Authorities. • Ledger scrutiny • Certification work.i.e. Annual Gross Revenue, USO Subsidy etc. • Process audit of Internal Financial control as per companies act, 2013.
Gujarat Cancer & Research Institute (Ahmedabad)	Non-Profit Organization (Government Funded) Hospital	Management/ Internal Audit	<ul style="list-style-type: none"> • Fixation of pricing of the Top services given by the organization, Like Nurou-SRS, Nurou-SRT Surgery, CT scan plain OR non Ironic contrast etc. • Verification of P2P (Procurement to payment process) for Various Tender of Medical equipment and Medical Stocks. • Treasury management of Government grant and other financial resources. • Physical verification of inventories. • Verification of Bio-

			<p>waste treatment and disposal as per BWMH rules.</p> <ul style="list-style-type: none"> • Verification of HR policies and IT policies. • Physical Verification of Fixed assets as per FA register. • Costing of Top 20 medical service. • Ledger scrutiny and compliance of Income tax and charitable trust.
Direct Taxation matters	Various Client	Direct Tax matters and Litigations.	<ul style="list-style-type: none"> • Computation and Filling of Income tax return of the Individual/HUF, Partnership firm, Companies and Trust. • Computation of TDS and TCS liability under various section and return filling. • Drafted various submission to income tax authorities like (Appeal submission, tax Demand, Refund request). • Preparation prospective income and submission of particular form for lower deduction certification U/S 197A/

4) Good Luck Hotels Private Limited, (From July, 2016 to Feb, 2017) as an Account Manager

- Preparation and finalization of financial statement.
- Computation of Service tax liability and return filling.
- Day to Day accounting work and ledger scrutiny.
- Payroll and HR Compliance.
- Management of Companies fund.

Articleship

Have been completed 3 years article-ship with **M/s Saremal & Co.** as an Article Assistance and have assisted well as execute various internal and statutory audit assignment, statutory compliance, Income tax matters and certification.

KEY COMPETENCIES AND SKILLS

- Finance
- Auditing and Assurance (Internal and Statutory Audit)
- Taxation (Direct)

CERTIFICATION

- Have attended Information Technology Training required to be attended by ICAI which covers practical training for Tally.ERP, MS Word, MS Power Point, and MS Excel related to topics covered.
- Have attended General Management and Communication Skills Training required to be attended by Institute of Chartered Accountant of India which covers various tasks on Resource Management, Time Management, Group Discussion etc.

COMPUTER PROFICIENCY SKILLS

- SAP
- ERP Package
- Facts (Customized software for Travel Industry)
- Tally ERP 9
- Oracle Net suite
- TCS ION
- Expert Knowledge of MS Office(Excel, Power point, word)
- Certified Advance Excel

PERSONAL TRAITS

- Have basic working knowledge of SAP.
- Good interpersonal communication skills.
- Self-motivated, achievement oriented, enthusiastic, and hard working.
- Eagerness to learn new things.
- Capability to work under pressure.

HOBBIES

- Reading books.
- Cooking
- Playing Video games
- Trekking
- Playing Volleyball, Table tennis,

PERSONAL DETAILS

Date of Birth	:	26-January-1992
Nationality	:	Indian
Marital Status	:	married
Languages Known	:	English, Hindi, and Gujarati