

**Yogesh M Gadhia**

Mobile: +91- 9630693788

Date of Birth: 01-02-1962

email: [ygadhia@gmail.com](mailto:ygadhia@gmail.com)

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**Permanent Address:**

**3A, Shardakunj Society, Near New Vikas Gruh Road,  
Paldi-Ahmedabad-380007  
M No: - 9630693788**

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**Core Competencies:**

Experience in Multiple Development Projects of Government, Non-Government and Private Sector Organizations; Education, Livelihoods, Health, Natural Resource Management, Swashakti Project, Women and Livelihood Restoration project, Vanbadhu yojna etc

- Programme's overall financial and physical monitoring and reporting.
- Team Management
- Administrative work
- Reporting/Documentation
- Coordination/Networking

**Employment Record**

**Accounts Head:** - Tata Institute of Social Science, Mumbai in School of Vocation Education, Mumbai from July-2023

- Handle Accounts
- Preparation and submission of fund utilization statements to various funding agencies
- Training of staff on account keeping and finance management.
- Related work of staff recruitment appointment order etc.
- Check & Verify Invoices of purchases and take confirmation from concerned person or department for further action
- Statutory deduction from the bills/release of salary Via Income tax, Professional Tax, Provided funds, TDS from Contractor payment etc. as per the applicable law
- Timely submission of statutory documentation with Govt. Department.
- Monitoring of fund utilization

**Accountant Cum Administrator with Indian Institute of Public Health -Gandhinagar from 21<sup>st</sup> August,2020 to 30<sup>th</sup> June,2023.**

- Handle Accounts and Administrative work of the project
- Preparation and submission of fund utilization statements to various funding agencies

- Training of staff on account keeping and finance management.
- Related work of staff recruitment appointment order etc.
- Check & Verify Invoices of purchases and take confirmation from concerned person or department for further action
- Statutory deduction from the bills/release of salary Via Income tax, Professional Tax, Provided funds, TDS from Contractor payment etc. as per the applicable law
- Timely submission of statutory documentation with Govt. Department.
- Monitoring of fund utilization

**Project Assistant with IPE Global from September,2019 to August,2020 at Bhopal-Madhya Pradesh**

- Handle Accounts and Administrative work of the project
- Coordination with concerned department within the state and head office.
- Support and liaison work for various events such as Conferences/workshops.
- Support to the consultant for collection of various data from the department and liaison with various department.
- Report to the country office at New Delhi

**Project Assistant, March 2014 to August 2019 UNDP/- Strengthening State Strategies for Climate Action, at Bhopal -Madhya Pradesh**

- Handle Accounts and Administrative work of the project
- Coordination with concerned department within the state and head office.
- Support and liaison work for various events such as Conferences/workshops.
- Report to the country office at New Delhi.
- Supporting State authority -EPCO in their accounting system pertaining various grant from Department of Science & Technology, supporting, and preparing budget, reporting etc.

**Programme Manager (Administration and Finance), 2013-2014 Tata Institute of Social Sciences, Mumbai (Maharashtra); IDBI/Rural Transformation Project and NUSSD (National University Student Skill Development Programme)**

- Overall coordination and monitoring of NUSSD and IDBI Project
- Handling accounts and administrative work of the project including Fellows/interns accounts
- Hand-holding support to Interns/Fellows

**Manager (Administration and Finance) - 2005 to 2013 Cohesion Foundation Trust-Ahmedabad (Gujarat)**

- Implementation of the projects
- Planning, Monitoring and Evaluation of the programmes.
- Team Management- managing inter-relations of the staff.
- Documentation of different projects in terms of preparing different reports, success stories,

- Maintenance of Financial Management and Accounting Systems
- Coordination/Networking with different NGOs, Government agencies, Funding agencies and Private sector

#### **Finance and Administration:**

- Budgeting for the projects
- Monitoring of fund utilization
- Preparation and submission of fund utilization statements to various funding agencies like: OXFAM, CARE, CONCERN WORLDWIDE, Commissioner, Women and Child Development, on monthly basis
- Training of staff and SHG members on account keeping and finance management.
- Related work of staff recruitment appointment order- transfer order.
- Checking & Scrutinizing staff claim VIZ. Medical bills, Travel bills, Leave Travel Allowance, (LTA) etc as per the organization rules and procedures
- Check & Verify Invoices of purchases and take confirmation from concerned person or department for further action
- Statutory deduction from the bills/release of salary Via Income tax, Professional Tax, Provided funds, TDS from Contractor payment etc as per the applicable law
- Timely submission of statutory documentation with Govt. Department.
- Visit to Branch offices for review of systems and provide assistance

#### **Short Term consultant (Accounts), 2008 UNICEF/Redr- Kolkata (West Bengal)**

##### **For streamline of DIPECO project reporting system.**

- Monitoring of fund utilization
- Partner's Monitoring Visit
- Preparation for audit work and submission of required documents by the auditors.

#### **Short Term consultant (Accounts), 2007**

##### **Oxfam GB- Kolkata (West Bengal) Emergency Response Programme**

##### **Flood Response Programme for Assam, Bihar, and Orissa**

- Checking & scrutinizing staff claim; Medical, Leave, Leave Travel Allowance, (LTA)
- Check, verify Invoices of purchases, confirm and payments
- Data entry – handle Income tax, Professional Tax, Provided funds, TDS
- Partner's Monitoring Visit.
- Audit work and submission of required documents by the auditors, Update knowledge on different laws, procedures etc.

#### **Assistant (Finance and Administration) - 2001 - 2003 Oxfam GB, Jodhpur (Rajasthan) and Ahmedabad (Gujarat)**

- Checking & scrutinizing staff claim; Medical bills, Travel bills, Leave Travel Allowance, (LTA) etc as per the organization rules and procedures.

- Check & Verify Invoices of purchases and take confirmation from concerned person or department for further action.
- Preparation Have vouchers Both Cash and Bank for Payment.
- Coding System for entry.
- Payments: -Clearance of outstanding payment to external parties and staff for their approved bills and advance for their official work.
- Statutory deduction from the bills/release of salary Via Income tax, Professional Tax, Provided funds, TDS from Contractor payment etc as per the applicable law.
- Sharing of information with superiors and inform them.
- Partner's Monitoring Visit
- Preparation for audit work via submission of required documents by the auditors.

**Accountant with multiple roles in project management– 1990-2001 Aga Khan Rural Support Programme (India) Ahmedabad Gujarat**

- Budgeting for district office and its monitoring
- Fund management for branch and utilization as per sanction
- Field visits of the projects and its evaluation
- Training of the Staff and Village level institutions on:
  - a. Account keeping and credit management.
  - b. Village institute rules and regulations
- Checking & scrutinizing staff claim VIZ. Medical bills, Travel bills, Leave Travel Allowance, (LTA) etc as per the organization rules and procedures
- Check & Verify Invoices of purchases and take confirmation from concerned person or department for further action.
- Preparation Have vouchers Both Cash and Bank for Payment.
- Coding System for entry.
- Payments: -Clearance of outstanding payment to external parties and staff for their approved bills and advance for their official work.
- Statutory deduction from the bills/release of salary Via Income tax, Professional Tax, Provided funds, TDS from Contractor payment etc as per the applicable law.
- Timely submission of statutory documentation with Govt. Department.
- Banking Work: - Preparation of cheque for withdrawal and party's Payments.
- Reconciliation work- Banks and Branch Offices.
- Preparation for audit work via submission of required documents by the auditors.
- Visit to Branch offices for review of systems and provide assistance
- Sharing of information with superiors and inform them.

**Account Assistant, 1985-1990 Tarun Valves India Pvt Ltd- Ahmedabad-Gujarat**

- Routine accounts
- Scrutiny and sanctioning of vouchers
- Preparation of financial reports on monthly basis
- Helping accountant in finalization work

**Audit cum Accounts assistant, 1984-85 J.P. Shah & Co, (Chartered Accountant Firm)  
Ahmedabad- Gujarat**

- Voucher auditing work
- Routine work

**Apprentice Clerk, 1983-84 Ashoka Textile Mills (Lalbhai Group)-Ahmedabad-Gujarat**

- **Out-ward Inward Registration Department.**
- Spinning department

**Education**

| Qualification | Board University   | Year of Passing | Grade           | Subject  |
|---------------|--------------------|-----------------|-----------------|--|
| S.S.C         | Gujarat Board      | 1977            | 2 <sup>nd</sup> | English, Maths, Science  |
| H.S.C         | Gujarat Board      | 1979            | 2 <sup>nd</sup> | Accounts<br>Secretarial Practice,<br>Economics, English                  |
| B.COM         | Gujarat University | 1982            | 3 <sup>rd</sup> | Accounts, Economics,<br>English, Commercial<br>communication, Statistics |
| LLB           | Gujarat University | 1985            | 2 <sup>nd</sup> | Taxation, Laws and<br>Legislations                                       |

**Additional Qualifications:**

- Passed G.C.C Examination in 30 WPM in English Type writing.
- Computer Familiarity about various accounts packages like, Z-Plus, Z-Loader, EX, Telly, People Soft, imp rest, MS Word, Excel etc.
- Familiarity in self-correspondence, general office routine works.
- Passed Hindi Prathama & Prarambik Examination conducted by Rastriya Bhasa Prachar Board.

**Seminars/workshops/on job trainings attended:**

- Supported/Liaised for MP state agency in organizing conference on climate change at Bhopal and Ujjain in 2015-16 year
- Attended various training programme; Capacity building, Organizational Development, Gender sensitization, Financial management, Human resource management, Cohesion Foundation Trust at its head office and project offices, 2005-2013.
- Emergency Contingency Plan Exercise (ECP), Oxfam and Redr-India, 2011
- "Logistics in humanitarian operation training, Redr- India, Pune
- MNGO training of Trainers workshop, 2007

- Financial Management training, Oxfam GB, 2004
- **Workshop on capacity building in budget analysis, SCF, Jaipur, 2004**
- NGO Capacity Building training to enhance effectiveness and sustainability of Nongovernment organization, CORT, Baroda Gujarat, 2006
- Workshop on "Need Assessment in Emergency", Oxfam/Redr-India, 2008
- Attended "Disaster Risk Reduction" workshop, PCII and GIDM, 2012

**Knowledge of Languages:** English, Hindi, and Gujarati (Mother tongue)