

KHUSHBU K. DATTANI

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~ Finance & Accounts ~ Taxation ~ Audit ~

EXECUTIVE SUMMARY

Finalization of Accounts - IGAAP

Accounts Payable / Receivable

Taxation

GL Reconciliation

ERP Implementation

MIS & Cost Analysis

Cash Management

Compliance of TAX

Relationship Management

Team Management

Strategic Planning

Standard Operation Procedures(SOP)

- ✍ **Chartered Accountant with 5 years** of result-filled financial management experience with the ability to direct, manage and supervise the financial operations of large organizations including the development of budget plans, policies and procedures.
- ✍ A budding professional with an insightful exposure in Finance & Accounts, Management Accounting, Auditing, Taxation and General Administration.
- ✍ Deft in exercising good judgment in structuring and organizing work and setting priorities; Well-organized with a track record that demonstrates the initiatives to achieve both personal and corporate goals.
- ✍ Skilled in applying procedures, requirements, regulations & policies related to specialized expertise, understanding linkages between administrative competencies and mission needs.
- ✍ Expertise in analyzing complex financial data, extracting and defining relevant information; interpreting data for the purpose of determining past financial performance and projecting a financial probability.
- ✍ Ability to acquire & administer human, financial, material, and information resources in a manner which instills trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

KNOWLEDGE DOMAIN

Internal Audit

- ⇒ Helping organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
- ⇒ Providing value to Governing Bodies and Senior Management as an objective source of independent advice.

Tax Audit

- ⇒ Analyzing the tax collection agency reviews and reports of individual or company to see if all Income, Deductions, and / or Credits reported accurately reflects reality.
- ⇒ Audits are conducted on a random basis, or when something appears remiss on a Tax return.

Accounting Functions

- ⇒ Maintaining statutory books of accounts and reconciling financial statements in compliance with the norms.
- ⇒ Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports, ensuring analyzing the expenditure on a monthly basis to control expenses.

Account Receivable / Payable Management

- ⇒ Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.

Audits & Taxation

- ⇒ Tax acts.

PROFESSIONAL EXPERIENCE

Aditya Birla Fashion & Retail (Pantaloons) Aug 2016:

- ⇒ Monthly Payment and GL Reconciliation
- ⇒ Monthly review of Profit & Loss account for MIS
- ⇒ Recon of MIS v/s Financial and Budget v/s Actual (For All South Zone stores)

OLA CABS (ANI Technologies Pvt. Ltd) From Feb 2015 to Jul 2016:

⇒ Monthly Finalization and Analysis of Financials

- ✓ Preparation and Analysis of Financials as per IGAAP.
- ✓ Monthly Overall profit and loss analytical review for individual general ledger accounts as compared to the previous year.
- ✓ Monthly Ledger Scrutiny
- ✓ Preparation of Schedule for Equalisation of Rent.
- ✓ Validating Service tax & TDS liability on monthly basis.
- ✓ Validation of Fixed Asset Register and Depreciation Calculation
- ✓ Cost Provision and Variance analysis
- ✓ Analysis of Prepaid Expenses on Monthly Basis
- ✓ Co-ordinate with Internal and Statutory Auditors for their requirements.
- ✓ Recon of MIS v/s Financial and Budget v/s Actual.
- ✓ Consolidation of Financials.

Vodafone India services private Limited (From Oct 2013 to Dec 2014 After marriage move to Bangalore):

⇒ Monthly Cost provisioning and Variance Analysis

- ✓ Analysing / Improvising / Actualization Impact Analysis / Projection of cost.
- ✓ Monthly Provisioning activity for expense as well as revenue.
- ✓ Vendor wise costing, cost accounting, cost analysis and variance analysis for the same.
- ✓ Cost classification-GL wise cost classification and analysis

⇒ Vendor Ageing analysis

- ✓ Directing the reconciliation of Vendor accounts payable trial balances with the general ledger control account.
- ✓ Payments to vendors within the stipulated time frame and managing accounts payable within the pre-set parameters.
- ✓ Preparation of Monthly Vendor Reconciliation and reporting the same to Corporate. Including resolvance of Open Reconciliation items and dispute resolvance.

⇒ Formulation of Standard Operation Procedures(SOP)

- ✓ Formulation, Review, Optimization and Improvement in the operational process through Audit in the areas of Accounts Payables.
- ✓ Review of SOP's (Standard Operating Procedure) for Accounts Payable.

⇒ Kaizen Certified

- ✓ Obtained Certification for successful preparation and implementation of Kaizen tool for Credit Note Validation-thereby automisating the Validation preparation, reducing manual intervention and increasing efficiency of Validation process.

EIE Instruments Group Companies (Jan 2012 to Sept 2013):

⇒ MIS Reporting & Cost Analysis

- ✓ Preparation of Profit & Loss Account on monthly Basis
- ✓ Cash Flow Statement Analysis
- ✓ Vendor & Customer Ageing analysis
- ✓ Product-wise Cost Analysis on Monthly basis

⇒ Finalization of Accounts

- ✓ Ledger scrutiny.
- ✓ Deferred Tax Asset & Liability Calculation.
- ✓ Depreciation Accounting as per AS-6.
- ✓ Export Sales Accounting As per AS-9
- ✓ Finalization of Balance Sheet & Profit & Loss account on Quarterly basis.
- ✓ Preparation of Balance Sheet as per revised schedule-VI.

⇒ Process Review, Documentation and Highlights

- ✓ Formulation, Review, Optimization and Improvement in the operational process through Audit in the areas of Purchase Procurement and Accounts Payables.
- ✓ Review and Optimization of Accounting and Commercial Controls and bringing improvement therein.
- ✓ Meeting with the Management for discussion of major process issues and compliance thereof.

⇒ Critical Assignments

- ✓ Review of RCM (Risk Control Matrix) as prepared by the management and assign the Control Procedure/Steps vis-à-vis the Audit Scope.
- ✓ Review of System Accounting Authorizations and Manual Accounting Authorizations and bring in-built control in the process(Maker-Checker-Validator)
- ✓ Investigate the High Risk Prone areas and report to the Top Management.
- ✓ Successfully Implementation of ERP System for the Organization.
- ✓ Compliance Monitoring for the issues reported and Action taken by the Management.

⇒ Tax Compliance

- ✓ Reviewed the process of TDS Payables and TDS Receivables.
- ✓ Reviewed the Service Tax Payable & CENVAT Credit available.
- ✓ Reviewed the Excise Accounting & Registration Matter.
- ✓ Direct & Indirect Tax Calculation.
- ✓ TDS & Service Tax Return filling.

ARTICLESHIP

Feb'07-Jul'10 with R.S. Sukhadia & Co.-Chartered Accountants, Ahmedabad

⇒ Secured exposure in the following areas:

- Accounting, Cost Accounting, Financial Management, Direct Tax and Auditing.

ACADEMIC

⇒ Chartered Accountant from ICAI in 2011.

- Final, Secured 414/800.
Course: Accounting, Cost Accounting, Financial Management, Direct Tax, Indirect Tax and Auditing.
- Intermediate, Group I in Jun'09. Secured 180/300; Group II in Nov'09. Secured 170/300.
- CPT, Nov'06. Secured 122/200.

⇒ M. Com. - I from R.J. T.C.C, Gujarat University, Ahmedabad in 2010.

- Course: Cost Accounting, Economics and Business Finance.

⇒ B.Com from H.L. Institute of Commerce, Gujarat University, Ahmedabad in 2009.

- Course: Accounting & Auditing, Costing, Economics and Statistics.

IT FORTE

⇒ Well versed with SAP(FICO), Tally 9 and MS-Office Suite (Word, Excel, PowerPoint, Outlook), Windows 1998/2000/03/06/07/10) and Internet operations.

PERSONAL DOSSIER

Date of Birth: 20th Jul'89.
 Languages Known: English, Hindi and Gujarati.
 Address: 25/202 Mantri Residency, Opp. Minakshi Temple, Bannerghatta Road, Bangalore- 560076.