



# KALPIT THAKKAR

## FINANCE & ACCOUNT MANAGER



<https://www.linkedin.com/in/kalpith-thakkar-141b89160>

+91.9712954997    GDTHAKKAR72@GMAIL.COM    AHMEDABAD, Gujarat

### PROFILE • ABOUT ME

- Over 9 years of experience in Banking and finance Industry, along with Managing the sales and marketing operations and accountable for increasing sales growth.
- Implementing strategies and plans to create awareness and achieve pre-determined targets.
- Relationship management with key clients for post transaction services & feedback to optimize satisfaction & generate Revenues for additional business.
- Monitoring the network/ team to achieve Goals in predefined curriculum.
- Hardworking, dedicated with good team working skills, go-getter with abilities to accept challenges and deliver results.
- Possess knowledge/awareness of the key issues in the industry.
- Time management: ability to juggle a number of different tasks simultaneously and work to tight deadlines.
- Ability to innovate and adapt to new situations and take initiatives.
- Ability to create accountability and to lead by example.
- Strong team building, decision-making and people management skills.

### EDUCATION

**ACCOUNTS & FINANCE, Master of Commerce**    Completed, March 2016  
GUJARAT UNIVERSITY  
GUJARAT UNIVERSITY – AHMEDABAD, Gujarat

**ACCOUNTS & FINANCE, Bachelor of Commerce**    Completed, March 2012  
SHRI K KA SHASHTRI COMMERCE COLLEGE  
GUJARAT UNIVERSITY – AHMEDABAD, Gujarat

**BANKING FINANCE, Diploma**    Completed, October 2012  
POST GRADUATION DIPLOMA IN BANKING OPERATIONS  
NIIT & IFBI – AHMEDABAD, Gujarat

### WORK EXPERIENCE

**FINANCE & ACCOUNT MANAGER**    Feb 2018 - Current  
MAXWOOD INDUSTRIES PVT LTD    AHMEDABAD, Gujarat

- Develop and manage annual and multi-year budgets that are adequate for the organization's needs including preparation of periodic budget forecasts
- Prepare and maintain cash flow analyses as needed
- Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to staff as requested
- Assist in preparing year-end books for audit
- Ensure operational compliance with policies, procedures and regulations for any necessary entities
- Process vendor payments and check requests

- Process employee reimbursements including managing employee credit card charges and reconcile credit card accounts
- Reconcile bank accounts and general ledger accounts as assigned
- Respond to inquiries from staff regarding budgets, deposits, disbursement and grant reporting requests.
- Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule
- Process payroll and report payroll taxes for the organization
- Perform basic office management duties as requested

## CUSTOMER SERVICE OFFICER

ICICI BANK LTD

Oct 2012 - Feb 2018  
AHMEDABAD, Gujarat

- Handling all aspects of Branch Operations; handling Savings Bank, Current Accounts, Cash Credit accounts, Term Deposits, Loans, Assets products, savings Attachments, Cash Management, Remittances, and Clearings.
- Responsible for tallying of various GL heads, concurrent audit report and elimination of the suspense entries.
- Resolution of customer queries and complains of branch walk in customers.
- Acquiring New to bank Customer for all Retail banking products and all Retails Assets products.
- Performed as a Backup DBM.
- Sales of Current Accounts, Saving Accounts, Life and General Insurance, Credit cards, Assets loans.
- Adding new customers.
- To maintain relationship with the Major Corporate in terms of providing timely service which leads to build strong relation and to put barriers for competition.
- To maintain timely updated records and monthly MIS for audit issues.
- Hold Sales/Service Helpdesk in top notch Clients.

## SKILLS

- Well organized with good verbal, written, and interpersonal skills
- Work effectively with staff and public
- Work independently
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks
- Demonstrate good judgment and good problem-solving skills
- Respond appropriately to evaluation and changes in the work setting

## COMPUTER PROFICIENCY

- MICROSOFT OFFICE ●●●●
- FINACLE ,INFOSYS ●●●●
- TALLY ERP , GST ●●●●

## LANGUAGES

- English ●●●●
- Hindi ●●●●
- Gujarati ●●●●
- MANDARIN CHINESE ●●●●

## PERSONAL INTERESTS

- Sports,
- Outdoors
- Educational Development

## PERSONAL INFORMATION

Father's Name:  
Mr. LT.GHANSHYAMBHAI D THAKKAR  
Nationality: Indian  
Passport No.:  
Z39XX378, Expires 02/18/28

Marital Status: Married  
Birthday: 25/08/1992  
Gender: Male

## DECLARATION

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I solemnly declare that all the above furnished information is free from error to the best of my knowledge and belief.



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**KALPIT THAKKAR**

AHMEDABAD, Gujarat

