**DILIP KALAL**

**A-103 Rajmandir Apartment Bhai kaka Nagar, Thaltej, Ahmedabad Gujarat (India)-380054**

Mobile No: - +919662842323       Email: - kalaldilip24@gmail.com

**Career Objective**

Aiming at constant up-gradation, both professionally as well as personally, in my career, with emphasis on organization’s success through my hard work. I want to work in a challenging environment and derive professional satisfaction there from. Seeking an opportunity to start a professional career with the long-term aim.

**Career Summary**

* A highly successful Assistant Manager with excellent knowledge of financial reporting and accounting possesses 2.3 year working experience.
* Expert in covering all aspects from start-up business, to financial management and company closures.
* Proven ability in professional judgement dealing with the disclosure of information in financial reporting.
* Proficient in computation corporate, individual and taxes, corporate organizations, surplus distribution and cross boundary analysis etc.
* Highly skilled in researching issues and finding solution and best alternatives to tax issues.
* Easy going nature and able to coordinate with all departments

**Professional Qualification**

|  |  |  |
| --- | --- | --- |
| Qualification | Institute | Year |
| C.A. (IPCC) | The Institute of Chartered Accountants of India | Nov 2013 |
| C.A. (CPT) | The Institute of Chartered Accountants of India | Nov 2011 |
|  |  |  |

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | University /Board | Year | Percentage |
| M.Com\* | MLSU | 2016 | \*\*\* |
| B.Com\* | MLSU | 2014 | 59% |
| XII std. | Central Board of Secondary Education | 2011 | 67% |
| X std. | Rajasthan Board of Secondary Education | 2009 | 77.5 % |

\*Bachelor in Commerce (Graduate)

\*\*Master in Commerce (Post Graduate)

\*\*\* RESULT AWAITED

**Career Profile**

* Currently working in **Sharada Hospitality & Management Services, Ahmedabad**as Assistant Manager- Finance & Account since July 2015.
* Worked for 1.5 year from April 2014 to July 2015 in **Tejas Chokshi & Associates- Chartered Accountants** as an Article Assistant.

**Work Exposure**

* Preparation of Credit Monitoring Arrangement (CMA) report.
* Viability Report for new business development.
* Finalization of Management Reports.
* Preparation of Management Information System(MIS) report
* Finalization of Financial Statements.
* Preparation of Auditor’s Report including compliance of CARO, notes to accounts.
* Compliance with Accounting Standards and other Norms.
* Review of source documents to ascertain compliance with Internal Control Procedures.
* Review of HR control and documentation.
* Scrutiny of Sundry Debtors & analysis of collection period.
* Checking of Purchases of fixed assets & materials.
* Review of Cash & Bank management including BRS.
* Review Contractor & Consultant Agreements.
* Assisted in preparation of Submission of Assessments & Appeals of Income Tax.
* Handled Tax matters of Partnership Concerns, HUFs and High Net worth Individuals.
* Drafting of Transfer Pricing Reports and certificates.
* Preparation and Filing of E-TDS Returns of Corporate.
* Income Tax computation of employees of various Client Corporate and assisted in providing consultancy to the companies to enable them to build a remuneration package, which can minimize the tax burden of employees within the provisions of IT, Act.
* Preparation of accounts and tax returns.
* Company Incorporation process for many clients.
* Preparation of Executive Summery.

**Client’s handled**

**MIS**

* Azure Knowledge Corporation

**Project Financing**

* Mass Finacial Services Limited
* Indian Logistic Group
* Ganesh Housing Limited
* V. Joshi Impex Private Limited

**Statutory Audit**

* Akzonoble India Limited
* DB Shapriya Construction Limited
* Matic Export Private Limited

**Bank Audit**

* Union Bank Limited (Jodhpur Char Rasta Branch)

**Taxation Matters**

* DB Shapriya Construction Limited
* Matic Export Private Limited
* Karma Enterprise Private Limited

**Computer Literacy**

* Computer Training of 100 hours recommended by ICAI from UBC, covering Basics of Computers, Microsoft Tools, Tally, Internet, etc.
* Hands on experience in Office packages like Word, Excel, Power point.

**Interpersonal and Communication Skills Training**

* Completed 15 days General Management Communication Skills (GMCS) classes organized by Udaipur branch of CIRC of ICAI.
* Information Technology Training Course conducted by Udaipur Branch of CIRC
* Orientation Programme conducted by Udaipur Branch of CIRC

**Personal attributes**

* **Effective Communication Skills:** Articulate communicator with appreciation for different communication styles required when working with team members or customers.
* **Honest and Reliable:** Strong morals and ethics ensuring honesty, reliability and ability to responsibly undertake tasks.
* **Flexible:** Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable.
* **Time Management:** Dedication to effective prioritisation and management of time by allocating tasks and recording activities in diaries and daily to-do lists.

**Personal Details**

Date of Birth                                      :           24th February, 1993

Father’s Name                                     :           Mr. Goverdhan Lal Kalal

Languages Known                               :           English, Hindi and Guajarati

Hobbies                                             :           Listening Music, Gardening

Current Salary : 20,000 INR P.M.

Expected Salary : 25,000 INR P.M.