

# Himani Patel

## Chartered Accountant

### Profile Summary

To pursue a highly challenging career in the field of Accounts, Audit & finance where I would apply my knowledge, experience and ideas to develop high caliber professional skill and to Work in an environment that provides me a wide range of experience and exposure and to serve the organization with positive attitude and efficiency. I am always ready to take up new challenges and deliver as per the expectation of all the stakeholders.

### Experience -

Dec 2022 - **Training - Audit & Assurance**

Jan 2023 **A J Mohan & Associates - Ahmedabad Branch**

*I have joined the organisation for 2 months to use span time between CA Final Examination and Result.*

- Working and preparing Agencies for Specialised Monitoring Report
- Stock Audit

Feb 2019 - **Article Assistant- Virtual CFO/ Audit/ Project Finance**

Aug 2022 **Sunil Sandeep & Co. - Chartered Accountants**

*[3 Years]*

*I have worked as crucial team member in field of Audit, Management Consultancy, Virtual CFO, Transaction Advisory Support, Fund Raising.*

#### Virtual CFO

I have an experienced of consulting SME Clients from Various Industries, excerpts as below :

#### JCR Fashion Pvt. Ltd.

- Store evaluation based on profitability and Operational KPI's
- Analytics based on Discount, Margin, Product, Location,
- Finance and Account Support - Training to Account staff, Review GST Compliances, Review and finalise Financial Statements, Cash flow monitoring, Capex Planning, PF / ESIC Compliance, Tax Audit Closure
- Preparing various financial and operational MIS
- Preparing Budget store wise and working for variances
- Play vital role and successfully completed backlog of storewise accounting with help of team within TAT
- Prepare formats or templates for various reconciliation such as E-commerce business- Sales to Collection, Payment Gateway, Daily cash and bank with storewise sales, Etc.
- Review Rent and Franchisee Commercial Agreements
- Help to Seniors for ERP Implementation
- Quarterly Data review and resolved observations

#### Amitron Tubulars Private Limited

- Preparing various financial and operational MIS
- Help to Seniors for MEIS Application
- Monitoring Daily Cashflows with Financial Planning

### Personal Info -

**E-mail** - [Himanipatel7984@gmail.com](mailto:Himanipatel7984@gmail.com)

**Mobile** - 7984876578

**Address** -B-301, Tirth Elegance, Opp. Vishwakarma mandir, Chandlodiya, Ahmedabad -382481

### Professional Qualification -

CA Final - Gr -1 - Nov - 22 - 51%

CA Final - Gr -2 - Dec -21 - 50%

### Academic Qualification -

B. Com - Sep-20 - 67%

HSC - Mar-17 - 86%

SSC - Mar-15 - 74%

### Systems & Tools -

- ✓ Tally ERP 9 & Prime
- ✓ MS Office
- ✓ Power Query, Pivot,Power Bi
- ✓ QuickBooks
- ✓ Logic
- ✓ Shopify
- ✓ Busy

### Languages Known -

- ✓ English
- ✓ Hindi
- ✓ Gujarati

### Industrial Exposures-

- **Manufacturing** - Engineering, Chemical, Valves, Textiles, Petrochemicals
- **Service** - Textile, Retail, IT, E-Commerce

### ***French Crown Private Limited***

- Prepare Bossiness Plan and Projection for Investment Transactions
- Prepare Financial MIS
- Various Reconciliations - Payment Gateway, Shipping Charges, Marketing Spent, Revenue reconciliations between various software's
- Assist and Support for Due diligence, understand the requirement and collect and provide all legal, financial, statutory compliances documents
- Prepare Bussiness model, Identifying process gaps
- Preparing SOP for Order to Cash

### ***Audit & Assurance***

*Il have an experience of handling independently Statutory Audit, Tax Audit of SME Clients having Turnover of upto 200 Crores.*

- Audit Planning, Coordination with Clients, ensure TAT
- Ledger Scrutiny - Stock Valuation, Debtors Creditors Analysis, Revised Schedule III Changes compliances, Compliances of CARO 2020, GST Reconciliation -GSTR 1/GSTR 3B/Books/GSTR 2B etc., Accounting Standard Compliances, Tax, Refund, Bank Reco., Fund Based-Non-Fund Based outstanding reconciation, Reviewing Abnormal Transaction
- Resolving Observation with Accountant with the help of Audit Manager
- Finalisation of Data, Preparing and review financial statements
- Finalisation of Tax Audit Reports
- Preparing various certificates - 15CA/15CB/DPT-3/MSME/Others
- Preparing Corporate ITR /Personal ITR
- Preparing Quarterly TDS Returns,
- Prepare Quarterly Profitability and finalisation of accounts, Tax Panning, Advance tax Working
- Reviewing Statutory Compliances - GST/ Income tax/ ROC/ PF/ESIC
- Supporting to manager for Implementation of SOP, IFC and advice to strengthen Controls

### ***Project Finance***

- Having Experience of fund raising for MSME
- Preparing of CMA, Project Report, Assumption sheet, Provisional Financials, Net worth Certificate, Co-ordination with Client/ Banker

### ***Other***

- Initiative for preparation of financial statement with compliance of schedule III with Automation
- Leading the Junior team of 3 People independently
- Periodically support to Accountants for changes in Law with respect to GST, TDS, Income Tax

### **Skills -**

- ✓ Leadership
- ✓ Team building
- ✓ Communication
- ✓ Multi-Tasking
- ✓ Quick Learner

### **Reference -**

1. CA Hetal Kotecha  
Partner  
Sunil Sandeep & Co.
2. CA Kalpesh Patel  
Manager  
A J Mohan & Associates

### **Hobbies -**

- ✓ Listening Music
- ✓ Watching Cricket
- ✓ Playing indoor games
- ✓ Reading

### **Achievements -**

- ✓ First CA from Jadar Village

### **Other Information -**

**Birth Date** - 31<sup>st</sup> March, 2000  
**Nationality** - Indian

----- Thank You -----