

CAREER OBJECTIVE

Want to work in a challenging environment where I can utilize my skills and knowledge effectively and efficiently for organization's growth with full integrity and zest.

WORK EXPOSURE

Wipro Limited (October 2019 – Present)

Assistant Manager / Senior Executive (Finance)

Business Finance Manager (BFM) for Data Analytics & Artificial Intelligence (DAAI) line of business (October 2019 to April 2021)

- Working with delivery and pre sales team for submission of **pricing and rate cards** of onsite and offshore resources to the customers
- Managing timely and correct reporting of **Order booking (OB)** at Sales head level
- Ensuring the correct **share of Revenue** has been allocated and recognized, and analysis thereof
- **OB to revenue analysis** where OB has been done but revenue has not been recognized and vice versa
- Computation and allocation of **Sales Business Development Manager (BDM) ratios**
- Review of **legal and reseller agreements** from finance perspective
- Preparation of **Plan files** for OB and revenue to decide the targets and release of target letters to sales heads
- Verification of **incentives payable** to sales people based on their achievement
- Analysis of **cost structure** and correct **cost transfer** to the concerned units
- MIS reporting for review decks

Finance Risk Manager (FRM) (May 2021 – Present)

- **Invoicing audit** where end to end understanding of the invoicing process followed in the system needs to be done and gaps needs to be identified
- **R2R (Record to Report) audit** of a subsidiary company which included review of banking governance, fixed assets register, GL analysis including book closure activities
- **Special audit** of topcoder platform which is used in participating challenges and transferring prize money through various payment portals
- **S2P (Source to Pay) BOT review** analysis including vendor master analysis, vendor payment analysis, Non PO spend analysis, Benford's law and One time vendor transactions
- **SOX controls testing** of process like CWIP, India Tax, Foreign Tax, Payments, Treasury Investments, Treasury Forex and Treasury Borrowings
- Performing **test of design** phase by conducting walkthrough meetings and **test of effectiveness** phase where controls are to be tested based on the samples identified
- Supporting Investor Relations team in proof reading of **Annual report and Form 20F** filing to SEC

Manubhai & Shah LLP, Chartered Accountants (ISO – 9001:2008 Certified, Member of HLB International) Article Assistant (August – 2016 to September – 2019)

- **Statutory Audit** of Listed, Unlisted Public, Private Companies, LLPs and Partnership firms
- **Internal Audit** of Listed, SEZ Company, Power Company, Government Companies
- **Tax Audit** of Companies, LLPs, Partnership firms along with filing of income tax returns
- **Central Statutory audit** of Public Sector Bank
- Documentation of Audit File as per **HLB INT'L Standards** of Large Sized Entity
- **Special Assignments** relating to Bid Evaluation, Operational Audit, RERA Certification, GST Audit and filing of GST Returns

PROFESSIONAL QUALIFICATION

Level	Institution	Year of Passing	Percentage
CA Final	Institute of Chartered Accountants of India (ICAI)	May – 2019	60.63 %
IPCC		May – 2016	63.00 %
CPT		June – 2015	74.50 %

ACADEMIC QUALIFICATIONS

Qualification	University / Board	Year of Passing	Percentage
M.Com	Gujarat University	August – 2020	70.60 %
B.Com		April – 2018	76.50 %
HSC	Gujarat Secondary and Higher Secondary Education Board	March – 2015	87.20 %
SSC		March – 2013	88.50 %

IT SKILLS

- Working knowledge of SAP, Tally ERP, Microsoft Navision & other ERP like, Bankers Realm.Net, Easy Office, Focus
- Proficient with Microsoft office
- Adequate knowledge of Income Tax Software – KITRET, Tax cloud
- Adequate knowledge of GST Software – Clear Tax, Iris, Easy GST

PROFESSIONAL SKILLS

- Competent to lead the assignment and be accountable
- Ability to decide on priorities to deliver work on time
- Proactive approach to problem solving and delivering client solution
- Zeal to take initiatives
- Self-Motivated

ACHIEVEMENTS AND AWARDS

- Achieved best group award in Cohorts session on International Finance in Wipro
- Cleared all levels of Chartered Accountancy in First attempt
- Secured 6th Rank in Gujarat in 1st Semester of Master of Commerce (M.Com)
- Secured 34th Rank in Gujarat in 1st Semester of Bachelor of Commerce (B.Com)
- Won 1st Runner up in National Level Competition held by ALOHA Mental Maths.

PERSONAL DETAILS

- Date of Birth : 18th February, 1998
- Address : 14-A, Bhavna Society, Behind Indian Oil Petrol Pump, Mangal Park, Gita mandir Road, Ahmedabad - 380008
- Languages Known : English, Hindi, Gujarati