

# Viplav Dudhia

viplavdudhia@gmail.com

+91 9909952706

25, Maniratnam Bunglows Part - 1, Behind Vasna Busstop, Vasna,  
Ahmedabad, Gujarat

## Summary

Resourceful & innovative Professional Accountant with 18+ Years of Experience in:

- Managing and overseeing the daily operations of accounting and Financial management within a broad range of industries.
- Monitoring and analyzing accounting data and producing financial reports or statements.
- My major expertise is Establishing and enforcing proper accounting methods, policies, and principles.
- I am a Highly motivated professional with the ability in attaining profit improvement with a proven track record of delivering effective and accurate financial reports.

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## Skills

Time management, Computer literacy, Communication skills, Critical thinking and problem solving, Microsoft Excel, Tally Accounting Software (All Versions), ERP – SAP (FICO) & Microsoft Axapta, Ability to Work Under Pressure

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## Experience

### Deputy Manager - Finance & Accounts

Gujarat Road and Infrastructure Company Ltd. • Ahmedabad, Gujarat

04/2017 - Present

- Supervise & coordinate the control of entire accounting functions and Ensure timely and effective completion of all accounting functions including Reconciliation of Branch accounts by ensuring that the necessary entries are passed in the System of both Companies simultaneously.
- Reconcile month-end closings, as well as review all accounts payable and receivable.
- Effectively and efficiently handle and all direct – indirect taxes with almost zero tolerance for delays and have achieved 100% in-time submission of monthly, quarterly, and annual taxes or returns.
- Successfully implemented GST as a new Indirect Tax introduced in July 2017 and to date manage all GST-related Billing, Returns, and records on my responsibility without hiring any external agency for professional help.
- Prepare & submit Monthly and quarterly Financial Reports of the company to Higher Authorities (reporting to CFO).
- Work with auditors in verifying financial information / procedures and solving their queries and implementing changes / modifications in financial reports as per their instructions (if required) in consultation with higher authorities.
- Furnish inputs in Annual Operational Plans and keep track of all Expenses and Income in line with same – AOP V/s Actuals on Monthly Basis.
- **Industry Specific Work:** Implemented and Maintain a robust system of Toll Revenue and traffic data management Monthly Information System with insightful dashboard in excel for providing to management on a daily basis in order to track Daywise, MOM & YOY Traffic and revenue insights.

### Assistant Manager - Finance & Accounts

IL&FS Transportation Networks Ltd. • Ahmedabad, Gujarat

09/2008 - 03/2017

- Handled and maintained all day-to-day accounting transactions.
- Processed accounts payable and accounts receivable.
- Supervised & coordinated the control of entire accounting functions.
- Reconciled month-end closings, as well as reviewed all accounts payable and receivable. which in hindsight brought down payable / Receivable aging to within 30 days in almost 90% of the cases.
- Effectively handled and all direct – indirect taxes with almost zero delays and 100% in-time submission of

monthly, quarterly, and annual taxes or returns during my tenure with the company.

- Ensured timely and effective completion of all accounting functions including Reconciliation of inter-company, Branch & Parent – Subsidiary accounts by ensuring that the necessary entries are passed in the System of both Companies simultaneously.
- Prepared & submitted Monthly and quarterly Financial Reports of the subsidiary company to the Parent Company.
- Worked with auditors in verifying financial information / procedures and solved their queries and implemented changes / modifications in financial reports as per their instructions (if required) in consultation with higher authorities.

## **Senior Executive - Accounts & Exports**

JMC Engineers • Ahmedabad, Gujarat

01/2008 - 09/2008

### **Accounting Transaction :**

- Handled and maintained day-to-day cash & bank transactions.
- Processed accounts payable and accounts receivable.
- Supervised & coordinated the control of entire accounting functions.
- Prepared and maintained Reconciliations of Bank & Vendor accounts.
- Prepared payroll and direct deposit accounts.
- Kept track of all statutory payments and returns.
- Took active participation in the implementation of new ERP-based accounting instead of the generalized accounting system.

### **Exports Imports Transactions :**

- Prepared Pre-shipment & Post-shipment Documents as per Letters of Credit.
- Prepared Exports Bills Discounting Documents.
- Corresponded with Bank for the letter of credit, Export Payment settlements, and Releasing EPC / PCFC against purchase orders.
- Liaison with various customs and DGFT officials for effective and smooth export order processing.

## **Accounts cum Exports Imports Assistant**

Asahi Songwon Colors Ltd. • Ahmedabad, Gujarat

02/2005 - 12/2007

### **Accounting Transaction :**

- Handled and maintained day-to-day cash & bank transactions.
- Processed accounts payable and accounts receivable.
- Continually served as an enthusiastic accounts assistant with a proven track record of doing work in a timely and professional manner.
- Prepared payroll and direct deposit accounts.
- Kept track of all statutory payments and returns.

### **Exports Imports Transactions :**

- Prepared Pre-shipment & Post-shipment Documents as per Letters of Credit.
- Prepared Exports Bills Discounting Documents.
- Corresponded with Bank for the letter of credit, Export Payment settlements, and Releasing EPC / PCFC against purchase orders.

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## **Education**

### **Post Graduate Diploma in International Business Operations**

Indira Gandhi National Open University • Ahmedabad, Gujarat

06/2007

### **Bachelor in Commerce**

Gujarat University Ahmedabad • Ahmedabad, Gujarat

05/2004

**Languages**

English, Hindi, Gujarati