

Curriculum Vitae

AKASH S. DOSI



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CAREER OBJECTIVE	To work as a key player in a dynamic and creative environment of a value driven organization and to gain challenging & responsible position for a long term career in a company where my skills are utilized to the fullest benefit of my employer and also leads to personal growth and fair reward to my hard work and commitment.			
PROFESSIONAL QUALIFICATION	Qualification	Year	Percentages	Institution
	C.A. FINAL	Nov – 2012	52.38	The Institute of Chartered Accountants of India
	C.A. PCC	Nov – 2009	50.67	The Institute of Chartered Accountants of India
	C.A. CPT	Nov – 2007	67.50	The Institute of Chartered Accountants of India
	C.S. EXECUTIVE	Dec – 2011	61.50	The Institute of Company Secretaries of India
ACADEMIC QUALIFICATIONS	B.COM	April, 2010	64.67	H.L.Institute Of Commerce, Gujarat University, Ahmedabad.
	H. S. C.	March, 2007	83.00	Chhattisgarh Board Of Secondary Education
	S. S .C.	March, 2005	88.00	Chhattisgarh Board Of Secondary Education
AREAS OF INTEREST	Finance, Banking, Taxation, Accounting and Auditing.			
PROFESSIONAL WORK EXPERIENCE	Highly Electrical Appliances India Pvt. Ltd. (Ahmedabad) (A Subsidiary Company of Shanghai Hitachi Group, China) (Working since 16th December, 2014)			
	Designation : Senior Executive – Finance & Accounts Reporting to : Deputy General Manager - Finance & Accounts Work Exposure :- <ul style="list-style-type: none">• Heading the entire Accounts payable process starting from booking of expenses till payment to Vendors/employees/Government Authorities.• Monitoring of day to day accounting activities including Bank Reconciliation, Preparation of Fixed Assets Register and Calculations of Depreciation, Age-Wise Accounts Payables & Receivables Statements, Party Reconciliation, Provisions and other required entries according to applicable Accounting Standards.• Heading Monthly Closing Activities, Preparation of Monthly MIS and other reports required by China Head Quarter.• Preparation of Financial Statements for Consolidation of Group Accounts.• Preparation of Various Reports and Data during Oracle Implementation in the Organization.			

	<p style="text-align: center;">Biotech Vision Care Pvt. Ltd. (Ahmedabad) (6th May, 2013 to 13th December, 2014)</p> <p>Designation & Department : Assistant Manager - Finance & MIS Reporting to : Senior Manager Finance</p> <p><u>Work Exposure :-</u></p> <ul style="list-style-type: none"> • <u>Fund Management</u> <ul style="list-style-type: none"> - Handling day to day financial operations including entire Domestic and Import Payment Cycle. - Independent Decision Making related to Fund Management involving Revenue Estimation, Assessment of fund requirements for projects, preparation of cash flow & ageing analysis report and interaction with bankers in respect of operation of bank accounts • <u>Banking</u> <ul style="list-style-type: none"> - Preparation and submission of Documents for Import and Service Payments. - Preparation of Monthly Stock Statements and QIS Reports. - Preparation of data required for Renewal/Enhancement of Credit Limits - Liaisoning with Bank for entire Line of Credit (Cash Credit, Term Loan, Letter of Credit, Bank Guarantee, Buyer's Credit, Pre & Post Shipment Credit) - Monitoring and Applying for Letter of Credits, Pre & Post Shipment, Other Retail Loans and compliance of related Banking norms for these credit facilities. • <u>MIS</u> <ul style="list-style-type: none"> - Preparation of Monthly Cash Budget and analysis of Budget V/s Actuals. - Assisting management in quarterly and yearly forecast of budgets based upon analysis of past trends and projection of future activities in coordination with respective user departments. • <u>Other Activities</u> <ul style="list-style-type: none"> - Analyse periodic collection, Comparison with Budgets and liaisoning with marketing department for variations. - Verification and Payment of Overseas employee's Travelling Expenses and service Invoices. - Compliance with FEMA and RBI regulatory (ODI) norms for making Fund Transfer to Overseas Joint Ventures and new projects. - Preparation of Various data and reports during SAP implementation in the organization.
ARTICLESHIP	<p style="text-align: center;">Devpura Navalakha & Co, Chartered Accountants (Ahmedabad) (28th December, 2007 to 28th June, 2011)</p> <p>Designation : Article & Audit Assistant Reporting to : Managing Partner</p> <p><u>Work Exposure :-</u></p> <ul style="list-style-type: none"> • Compilation of Books of Accounts, Independent finalization of Accounts and preparation of Financial Statements of Individuals, HUFs, Partnership Firms, Charitable Trusts and Companies. • Tax Audit & Statutory Audit of various entities & preparation of reports. • Concurrent, Statutory and Revenue Audit of Branches of various Nationalised Banks • Stock Audit of Corporate entities • Preparation of documents for loan proposals. • Filing of TDS Returns

<i>SPECIAL ASSIGNMENTS AND OTHER WORK DURING ARTICLESHIP</i>	<ul style="list-style-type: none"> • Internal Audit of The Institute of Chartered Accountants of India, Ahmedabad Branch of WIRC. • Handled Concurrent audit of Punjab National Bank (Vanijya Bhawan Branch, Ahmedabad) being the largest Branch in the Western Region.
<i>COMPUTER SKILLS AND E- LITERACY</i>	<ul style="list-style-type: none"> • Adequate Exposure of computerized Accounting Environment (Tally, In house ERP) and Banking software applications (Finacle) • Practical Accounting and Auditing exposure in SAP and Oracle. • Well conversant with Microsoft Office Package and various Internet applications. • 100 Hours Information Technology Training from ICAI.
<i>OTHER ACHIEVEMENTS AND SOCIAL ACTIVITIES</i>	<ul style="list-style-type: none"> • Participated in Inter-college Solo Singing competition at university level. • Participated in Inter-school Badminton tournament at State Level. • Participated as a volunteer in several blood donation and environment camps.
<i>PERSONAL DETAILS</i>	Date of Birth : 10 th March, 1989 Gender : Male Marital Status : Unmarried Language Known : English , Hindi, Gujarati and Marwadi (Mother Tongue) Hobbies : Music, Singing, Travelling, Cricket and Badminton

Declaration :

I hereby declare that all information given above is true to the best of my knowledge.

Date : 09/02/2015
Place : Ahmedabad

(Akash S. Dosi)