

CORE VALUES

- Accounts Payable & Receivable
- Fund Management
- Financial Statement Preparation
- Voluminous Reconciliation
- Audit Facilitation
- Taxation & Payroll
- Budget Formulation
- Product Cost Calculation
- Legal & Crime Branch Matters
- Office Administration
- Credit Control
- Process Enhancement
- Risk Assessment/ Financial Recovery
- MIS Reporting & Documentation
- Cash Flow Optimization
- Vendor Management
- Client Servicing
- Key Account Management

CAREER CONTOUR

Since September 2017
Zebpay (Cryptocurrency Exchange)

Since August 2020
Assistant Manager – Accounts
(BlockShrinkhala Technologies LLP)

October 2018 – July 2020
Senior Accounts Executive
(BlockShrinkhala Technologies LLP)

September 2017 - September 2018
Senior Accounts Executive
(Zeb IT Service Ltd.)

January 2015 - September 2017
Loxim Industries Ltd.
Executive – Accounts & Finance

February 2012 - January 2015
Jayatma Informatics Pvt. Ltd.
Accounts Assistant

May 2009 - August 2011
Raju Shah Patel and Kotadia Associates
Accountant Consultant

PROFILE

Academically astute with MBA in Finance, offering 10+ years of experience in the field of **Finance & Accounts with focus on end-to-end Accounting Functions, Internal Controls, AP / AR, Invoicing, Audit, Vendor Management, Fixed Asset Work, Legal & Crime Branch cases, Credit Administration and carried out international accounting of Australia & Malta.** Currently working as **Assistant Manager – Accounts at ZebPay (Crypto Currency Exchange).** **Distinction of being awarded the Super Stallion for 2021 at Annual Dazzler Night.**

Well versed with various accounting activities viz. General Ledger Reconciliations, Cash & Bank Reconciliations, Preparation of Trial balance, Audit of Sales & Purchase Ledgers and preparing & filing TDS returns. Dexterity in formulating and implementing finance & accounting policies and adherence to statutory compliances with the ability to relate theory with practice.

Adept at handling company audits in different types of industries and other audits like tax audits & internal audits. Proven expertise in improving operations, enhancing business growth & maximising profits through achievements in finance management, internal controls, process study & productivity improvements. Involved in preparing and drafting of different statutory and legal submissions.

Highly motivated, positive and goal-oriented, with analytical approach, conceptualization as well as the ability to build and lead effective teams. An effective team player with exceptional planning and execution skills coupled with a systematic approach and quick adaptability.

KEY RESULT AREAS

Finance & Accounts

- Accountable for managing overall accounting operations including Accounts Receivable & Payables, Monthly Reconciliation, General Ledger and Book Keeping
- Ensure compliance with government rules and regulations as laid down by statutory authorities, adhering to Indian Companies Act / Accounting Standards & Auditing and Assurance Standards issued by the ICAI
- Accountable for recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation and accounting for the disposition of fixed assets
- Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets; record fixed asset acquisitions and dispositions in the accounting system
- Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the GL
- Determine the budgets & fund allocation for the year while analyzing & interpreting accounting information and conducting variance analysis to determine the difference between projected & actual results & implementing corrective actions
- Implement systems & procedures for the preparation & maintenance of statutory books of accounts, reconciliation statements and financial statements including Receivables and Payables of the company
- Plan monthly / yearly financial and income statements, balance sheets, internal audits, cash flow projections and quarterly principal profit & loss to reduce cost as well as ensure budgetary compliance
- Direct the financial accounting activities - invoicing, refunds, payroll management, collection of accounts receivable, debtors and creditor management, payment of suppliers & contractors
- Analyze cash flow and business performance reports to manage short and long-term debts, cash rollover
- Organizing & presenting weekly, monthly, quarterly & annual reports, recommended improvements in accounting and management practices

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- Evaluate general ledger accounts, processing transfers, maintaining records of all fund movements and ensuring all funds are managed properly
 - Responsible for inventory management and control, maintaining adequate inventory and replenishing it based on demand / supply forecasts

Audit

- Conduct Statutory & Internal Financial Controls
- Manage complete audit planning and management activities and ensured completion of audits within the agreed time and cost; compiled and consolidated audit reports with key findings & observations
- Coordinate with statutory and internal auditors for conducting periodic audits; evaluated internal control systems to identify the flaws and implement necessary processes to overcome the defects in the existing system
- Prepare audit schedules and identified frauds / misrepresentation in books of accounts

Taxation

- Lead the delivery of a full range of tax services (Direct & Indirect taxes) in compliance with laws and regulations and in alignment with the business & finance strategy vision
- Establish strategies to minimize tax expenses and exposures, with regard to taxes paid to include applicable national, state, local and international (if applicable) income taxes, property taxes, sales and other indirect taxes
- Representation before tax authorities for annual corporate Tax
- Review the compliance with Direct Tax laws such as filing of periodical tax returns, replies submissions to enquiries from the tax department, Audit & accounting of tax and tax audit
- Review of Indirect tax compliance, ITC reconciliation, annual TDS / GST return / audit

MIS Reporting & Documentation

- Analyse various reports, data, flowcharts Cash & Fund Flow Statement, Balance Sheet, Audit Reports and other Financial Reports to keep a track of financial performance
- Prepare and generate reports and submit the same to Senior Management to aid them in the critical decision making process

EDUCATIONAL CREDENTIALS

2014: Master of Business Administration from ICAI University

2009: Bachelor of Commerce from Gujarat University

Technical Proficiency: Microsoft Dynamics NAV, Tally, MS Office, Windows & Internet Applications