

HIMANSHU DUBEY

House No 34, Shree Kankaria Hanuman Mandir Row House

Sola Road, Naranpura, Ahmedabad 380063

Contact No. +91-9928713215, +91-9079995146

himanshudubey899@gmail.com

CAREER OBJECTIVE

A ready to groom Professional, diligent and sincere, looking for an opening in a fast paced, growth oriented organization, to carve out a responsible position in fields where I can utilize my skills and at the same time develop new ones.

SNAPSHOT

- Well versed with modern **Accounting Frameworks & Financial Analytical Skills**.
- Internal Audit & Risk management and evaluation the effectiveness of a company's internal controls, corporate governance, and accounting processes.
- Systematic approach and ability to work effectively in fast paced environments.
- Highly motivated, eager to learn and take on greater responsibility, capable of working independently with minimum supervision as well as in a team.
- A team player, analytical and problem solving skills.

ACADEMIC QUALIFICATION

| Degree | Year of passing | Institution/University |
|--|-----------------|---|
| Chartered Accountancy Intermediate i.e Level 2 | Nov, 2010 | The Institute of Chartered Accountants of India |
| Company Secretary | June, 2013 | The Institute of Company Secretaries of India |
| Master of Commerce | 2015 | M.D.S. University, Ajmer |
| Bachelor of Commerce | 2012 | M.D.S. University, Ajmer |
| Senior Secondary | 2009 | Rajasthan Board of Secondary Education |
| Secondary | 2007 | Rajasthan Board of Secondary Education |

WORK EXPERIENCE

- 1. Designation:** Article Assistant
Company: Kalani & Company, Chartered Accountants, Bhilwara
Tenure: Feb 17, 2011 to Feb 16, 2014
 - **Job Profile :**
During this tenure as an articled clerk, I was in audit work, consultancy and special assignments of various companies, which have helped me in understanding business from a practical point of view. This has widened my perspective, ability to comprehend and appreciate the importance of keeping a macro picture in view while suggesting solutions.
 - Major Audit Assignments during my internship was
 - **Banswara Syntex Ltd. (A Textile major listed Company on BSE), National Thermal Power Corporation, Esspal international Pvt. Ltd. (export company), BSNL Gujarat Circle, Alembic Pharmaceuticals Ltd Vadodara.**
- 2. Designation:** Audit, Finance & Taxation Executive.
Company: O.P Dad and Company, Chartered Accountants, Bhilwara
Joining Date: From July 1, 2015 to Feb, 2019

- **Job Profile :**
During this tenure as Finance, Taxation & Audit Executive, I was in audit work, consultancy and special assignments of various companies as well as working as independent financial analyst, doing analysis of revenue opportunities and Route Profitability enabling greater targeting of resources, which have helped me in understanding business from a practical point of view. During this period I got proficient in preparing balance sheets and cash flow forecasting models, project reports, credit monitoring analysis (CMA) ensuring greater financial control & established a capital investment appraisal monitoring process as well as preparing appeals & replies for compliance for various tax departments. This has widened my perspective, ability to comprehend and appreciate the importance of keeping a macro picture in view while suggesting solutions.
- 3. Designation: Audit, Accounts, Finance & Taxation Executive.**
Company/Firm: Ocean Green developers and builders.
Joining Date: From July 2014 to June 2015, from March, 2019 to June, 2020
- **Job Profile:**
During this tenure as Accounts, Finance, Taxation & Audit Executive, I am in handling accounts of such real estate firm. As well as audit work, consultancy, financial analyst, doing analysis of revenue opportunities and Route Profitability enabling greater targeting of resources, which have helped me in understanding business from a practical point of view. During this period, I got proficient in preparing balance sheets and cash flow forecasting models, project reports, ensuring greater financial control & established a capital investment appraisal monitoring process as well as preparing appeals & replies for compliance for various tax departments.
- 4. Senior Financial Deployment Expert.**
Company: Nobroker Technologies Pvt Ltd. **A.K.A** nobroker.in
Joining Date: From Dec 20 to till date
- **Job Profile:**
Working as Sr. FSD in Ahmedabad Location. My major work area includes, procurement of accounting records from clients, sort it to onboard the society on nobrokerhood.in site. Training the clients about the accounting process. Follow ups for data, taking handovers for ERP, query session with client and resolve their problems.

CARRIER SUMMARY

- Expertise in Internal Auditing and Framing of Internal Financial Controls.
- Risk management and evaluation the effectiveness of a company's internal controls, corporate governance, and accounting processes.
- Setting down SOPs for Financial as well as non-financial activities.
- Framing and Interpreting Internal Financial Controls on Financial Reporting.
- Conducting Risk based audit, Internal audit according to statutory requirements.
- Execution & Analysis of Internal Audit of Specific functions such as Sales, Purchase, HR, Fixed Assets, Inventory and reporting it to client with the solution to how to mitigate the risk.
- Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS, Exports Management and export document negotiation.
- Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization.
- Strong analytical skills as well as good relationship management & negotiation skills in liaising with Banks, other financial institutions and various regulatory authorities.
- Well versed with SAP, US Finance, Tally and other ERPs.

KEY SKILLS

- Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control.
- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital

usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast. Preparing Annual Budget and forecasting trends.

- Monitoring budgets and comparing them with actual cost and revenues related to production, marketing and capital.
- Coordinating the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions.
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
- Handling Reserve Bank of India queries for export/import matters and carrying out all correspondence with the bank
- Filing GST returns, E-TDS payment & E-TDS quarterly return, Independent handling of GST, TDS & Income tax assessment.
- Negotiating with the banks for export documentation requirement.

PERSONAL PROFILE

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|------------------------|---------------------------|
| Date of Birth | : 30.10.1991 |
| Nationality | : Indian |
| Passport | : Having a valid passport |
| Languages known | : English,Hindi |

(HIMANSHU DUBEY)