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**VIJAY SAMBHAWANI**

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**CHARTERED ACCOUNTANT (passing year 2010), COMPANY SECRETARY (passing year 2010)**

***Vast and demonstrated experience in driving financial leadership across organizations.***

***Success in delivering high-yield results***

**Company Accounts & Finance| Balance Sheet Finalization| Audit| Statutory Reporting| Consolidation |GST| Taxation |MIS| Portfolio Management**

**CAREER SUMMARY**

* An experienced, knowledgeable and dually qualified chartered accountant (ICAI – first attempt) and company secretary (ICSI - first attempt)
* Over 12 years of experience in managing the overall finance function in conceptualizing and implementing financial management, procedures and controls, managing and finalization of accounts, capital restructuring, profitability monitoring, project implementation and building financial controls.
* Vastly skilled at managing company accounts & finance, balance sheet finalization, audit, statutory reporting, consolidation, GST, taxation, MIS and portfolio management.
* A dynamic, results-oriented professional who possesses a good track record of meeting assigned targets in an efficient and effective manner
* Competent problem solver and confident, hardworking individual

**EMPLOYMENT HISTORY**

**Chartered Accountant Sep 2020 - present**

1. Self-employed/Consultant

* Determining financial objectives, reviewing client’s accounts, performing statutory audits, tax audits, and filing tax returns
* Managing audit and tax assignments, implementing transaction flows, and identifying risks associated with various account balances
* Competently handling the complete accounts and finance function of organizations
* Providing a complete suite of tax planning and expertise to various clients

**Manager—Accounts &Finance Jan 2020 – Aug 2020**

Hydco Engineering Pvt. Ltd. (100% subsidiary of DRI, Australia, Manufacturing- Exports & Imports)

* Prepared banking documents like projected cash flow, CMA data for existing and new facilities for working capital and capital-expenditure requirement
* Coordinated with different departments for the smooth functioning of supplier payments, inventory control and banking deeds
* Execution of exports and handling of import-export documents
* Led team for quarterly, half-yearly and annual audits and reporting, closure of monthly books, quarterly reviews and finalization of the annual audit
* Performed reconciliation on a periodical basis, closing GST returns, TDS returns
* Assessed Income tax data and prepared the reports for submission to authorities
* Assisted Managing Director to coordinate with the overseas head office, drafting correspondence letters and smooth functioning of the plant
* Coordinated with banks, suppliers and other external and internal aspects for commercial and financial matters
* Reported to management and board meetings for assistance in decision making
* Managed essential day-to-day tasks

**Assistant Manager- Finance Dec 2018 to Dec 2019**

Transformers & Rectifiers (I) Limited (Manufacturing)

* Closed monthly books, quarterly reviews and finalized annual reports including the audit of holding and subsidiary units and MIS
* Coordinated with the GST team for GST returns and reconciliation of top 10 suppliers, also helping the team with the submission of GST assessment papers
* Reconciled bank accounts every month
* Prepared the daily cash/fund position including the facilities issued by the bank
* Prepared valuation report of inventory for the management
* Performed monthly reconciliation of customer accounts
* Filed TDS returns, prepared Income tax assessment data and duly managed the accounting of the various units

**Deputy Manager- Finance Jun 2016 to Oct 2018**

Sun Global DMCC (Manufacturing – Exports & Imports)

* Prepared daily banking position concerning bank balance and trust facilities
* Prepared ad-hoc reports and their timely closure
* Conducted MIS of individual companies and consolidation every quarter
* Prepared bank reconciliations, cash flow statements, and prioritized the payments
* Maintained bank documents like facility agreements, all legal documents about credit insurance etc.
* Filed insurance claims for the default customers
* Audited transactions and maintained the same in accounting software
* Prepared estimates and budgets for each brand and country
* Expertly managed the portfolio, prepared MIS at standalone and closing Monthly Sales and Inventory

**Almaya Group (Retail) May 2012 to Apr 2016**

Senior Accountant, Consolidation and Reporting

* Prepared of Financial Statements and schedules for the company along with subsidiaries
* Prepared Notes to Accounts
* Closed audits on a timely basis
* Coordinated with different departments, to consolidate and finalize balance sheets and reconciliations
* Ensured timely and accurate reporting of monthly P&L
* Variance Analysis of P&L
* Conducted monthly meetings with all stakeholders
* Prepared data for Analytical review
* Reviewed Trial Balance and Financial statements and maintained GL accounts, GL reconciliation and cost centre
* Expertly managed portfolios and prepared the cash flow statement

**KPMG Nov 2010 to Feb 2012**

Executive, Statutory Audit

* Vouching for various books like purchase books, cash books, journal bk
* Checked & established internal control systems
* Prepared audit programs in consultation with the client
* Analyzed draft financial statements including notes to accounts
* Performed physical stock taking and valuation on year-end per accounting standards
* Coordinated with the tax team for the finalization of tax compliances
* Finalized yearly balance sheets

**ARTICLESHIP**

**AmalDatt and Associates Sep 2007 to Sep 2010**

**Ahmedabad**

* Tax audit u/s 44AB of Income Tax Act, 1956 of private limited companies, firms & professionals
* Prepared and filed Income Tax returns and e-TDS returns
* VAT audit and filing of VAT returns
* Accounted partnership firms, individuals and trusts
* Accounted securities including shares and derivatives
* Performed vouching for various books like purchase books, sales books, cash books and journals

**TECHNICAL SKILLS:**

* Proficient in Microsoft Office (MS Excel, MS Word, MS PowerPoint)
* Knowledge of various accounting tools like SAP, Tally, JD Edwards 9.1, Oracle, BAAN and other Tax return filing software
* Good understanding of financial statements, reports and analysis, accounting systems, taxes and audits

**ACHIEVEMENTS:**

* Secured Merits both in ICAI (Inter) and GSEB
* Cleared all the ICAI exams on the first attempt
* Awarded scholarship from GSEB based on merit

**STRENGTHS:**

* Ability to work under pressure and handle tasks single-handedly
* Experience of work from diverse backgrounds
* Sense of urgency and prioritization

**PERSONAL PROFILE:**

* Birth Date – 01-Jan-1988
* Languages Known – English, Hindi, Gujarati