

Skills

- Microsoft Office
- Valuation
- CompuOffice
- GST Returns
- Financial analysis
- Tally ERP
- TDS Compliances
- ITR filings

Experience

Accounts & Finance Executive

10/2020 to Current

Neel – Tej

- Responsible for updating internal systems with financial data and managing daily finance and accounting operations to support business activities and the organization's growth together with the Finance Manager
- Managing weekly processing of Accounts Payables and receivable and invoice processing
- Handling monthly reconciliations of accounts and Month-end performance reporting
- Preparation of monthly statutory dues reports and return filing
- Assisted with financial audit and budget preparation
- Tracked spending against budget through variance reports and project progress to ensure the effectiveness of financial controls and accuracy
- Implemented new technology (ERP software) and processes to facilitate monthly reporting that decreased reporting cycle by over 30%
- Analyzed and recommended viable business investments in Real Estate projects and lease commitments for Rental Property division of the business.

Accounting & Audit Assistant

09/2017 to 09/2020

M. D. Desai & Co.

- Worked on commercial taxation, auditing, project preparation, and accounting activities such as preparing balance sheets, profit & loss accounts for publicly listed and privately held enterprises.
- Filing of Income Tax returns and other statutory return filings like Tax audit reports, TDS and GST, etc.
- Assisted in statutory audit activities like vouching of sales, purchase and expense books, and ledgers scrutiny
- Assisted in providing financial analysis to assess the performance of the business and guiding capital planning & investment
- Worked on the project finance of an infrastructure firm and assisted in the preparation of project and financial projections for Spenta Infrastructure and Pvt. Ltd.

Education

Master of Commerce (M.Com)

July 2015 -
May 2017

N.M. College of Commerce & Economics (University of Mumbai)

- **Specialization:** Banking & Finance
- **Project work:** Derivative Market, FDI v/s FII, Nasdaq, IPO Bubble, Bitcoin
- **GPA:** 5.75/7
- **Achievements:** Recipient of Dean's List Academic Achievement in one Semester

Bachelor of Commerce (B.Com)

Nagindas Khandwala College (University of Mumbai)

July 2012 -
May 2015

- **Specialization:** Accounts & Auditing
- **GPA:** 5.65/7

Community Service

- Teaching and helping special needs kids with dance therapy through Bharatnatyam and Bollywood Dance at V.D Indian Society for Mentally and Physically challenge children
- Participated in Clean India Drive, a sanitization drive to educate the local neighborhood on easy measures for basic upkeep of the neighborhood

Extracurriculars

- myEnglish Intermediate 1 course by British Council, 2022
- Computer Training Course (ITT) from ICAI, 2013
- Orientation Program from ICAI, 2013
- Bharatnatyam Dance Exam from Shiv Kala dance academy, 2003