

## Nikita S. Kakaye

Mobile : +91 8097848430  
Email : nikitak190@gmail.com  
DOB : 1<sup>st</sup> September, 1990  
Address : New Panvel- 410206

---

### CAREER OBJECTIVE

To pursue a challenging career in a reputed and competitive organization; thereby get an opportunity to contribute valuably to the growth of the organization and enhance my skills and knowledge alongside.

---

### **EDUCATIONAL QUALIFICATIONS:**

Degree	University/Board	Year of Passing	Percentage
MBA (FM)	NMIMS	Appearing (2022-2024)	1 <sup>st</sup> SEM: 65.33%
T.Y.B.Com	Mumbai University	2011	64.79%
H.S.C	Maharashtra	2008	73.33%
S.S.C	Maharashtra	2006	73.43%
CPT	ICAI	2008	50.00%
IPCC	ICAI	Appeared	

### **WORK EXPERIENCE:**

DESIGNATION AND NAME OF THE ENTITY	JOB RESPONSIBILITIES
<b>1.Finance &amp; Operations Manager</b> at OSU Global Gateway India  (FROM JUNE 2015 TO JUNE 2023)	<b>A. Accounts and Finance</b> <ul style="list-style-type: none"><li>• Preparation of Monthly financials, Trial Balance, Profit &amp; Loss Statement, Balance sheet, Expense statement and Cash flow statement.</li><li>• Implementing timely and accurate MIS reporting as per management requirement.</li><li>• Preparation and reconciliation of annual budget for the company.</li><li>• Preparation of service export invoices.</li><li>• Coordination with the Bank staff for foreign inward remittance and other banking activities.</li><li>• Preparing foreign exchange gain/loss working.</li><li>• Maintaining vendor's payments and reconciliation of vendor ledgers.</li><li>• Preparation of account analysis report.</li><li>• Maintaining Fixed Assets Register.</li><li>• Handling year-end closing.</li></ul>

	<ul style="list-style-type: none"> <li>• Reporting monthly variance to the Management.</li> <li>• Accounts payable and accounts receivable responsibilities to ensure timely payments.</li> </ul> <p><b>B. Taxation and Compliance</b></p> <ul style="list-style-type: none"> <li>• Computation of TDS, GST and Income Tax liabilities and processing the tax payments.</li> <li>• Preparing and filling quarterly TDS returns and monthly GST returns.</li> <li>• Liaisoning with the auditors for Statutory Audit as per Indian Law and handling audit responsibilities with the parent company in accordance with US policies.</li> <li>• Providing assistance to CA for filling Annual GST returns.</li> <li>• Providing assistance for transfer pricing report.</li> </ul> <p><b>C. Human Resource Support and Operations</b></p> <ul style="list-style-type: none"> <li>• Maintenance of payroll details and employee records.</li> <li>• Maintenance of tools and resources of HR</li> <li>• Drafting internal policies for employee benefits (Leave encashment, Teleworking benefits, travel policy, reimbursements policy)</li> <li>• Preparation of annual merits of staff</li> <li>• Keeping leave records of staff and preparation of leave encashment.</li> <li>• Maintaining metrics/KPI of the company</li> <li>• Maintaining alumni payments and reconciliation of Alumni ledgers.</li> </ul>
<p><b>2. Accounts Manager</b> at Shri Vile Parle Patidar Mandal</p> <p>(FROM JAN 2014 TO APRIL 2015)</p>	<ul style="list-style-type: none"> <li>• Maintaining and reviewing of expenses, payroll records.</li> <li>• Reconciling bank statement.</li> <li>• Maintaining records of vendor's payments.</li> <li>• Maintaining staff attendance and leave records.</li> <li>• Prepare and submit weekly and monthly reports to the trustee.</li> <li>• Preparation of monthly/yearly closings.</li> <li>• Assist in the processing of balance sheets, income statements and other financial statements according to CA.</li> <li>• Computation of Income &amp; Preparation of Tax Returns.</li> <li>• Coordination with CA for statutory Audit</li> <li>• Quarterly filing of TDS returns.</li> <li>• Payment of Service Tax and filling of Service Tax Return.</li> <li>• Maintaining petty cash system.</li> <li>• Handling bank accounts and co-coordinating with bank staff.</li> </ul>
<p><b>3. Articleship</b> training with</p>	<p><b>A. Tax Audit</b></p> <ul style="list-style-type: none"> <li>• Vouching of Primary books of Accounts, Ledgers scrutiny etc.</li> </ul>

<p>J. AJMERA &amp; ASSOCIATES, Chartered Accountants- (FEB 2009 to FEB 2013)</p>	<ul style="list-style-type: none"> <li>• Carrying out Tax Audit under section 44AB of the Income Tax Act,1961 &amp; drafting of Audit</li> <li>• Report under Form 3CA, 3CB &amp; 3CD and Annexure thereof of the Pvt. Ltd Companies, Firms,</li> <li>• Proprietorship business, Individuals and HUF</li> <li>• Drafting Balance Sheets, Profit &amp; Loss Accounts, Notes to Accounts, Director's Report, Auditor's Report.</li> </ul> <p><b>B. Direct &amp; Indirect Tax</b></p> <ul style="list-style-type: none"> <li>• Computation of Income &amp; Preparation on Tax Returns for Pvt. Ltd. Companies, Firms,</li> <li>• Proprietorship business, Individuals and HUF.</li> <li>• Audit of Charitable Trust &amp; Co-operative societies.</li> <li>• Quarterly filing of TDS returns.</li> <li>• Filing of VAT/CST Return.</li> <li>• Filing of Service Tax Return.</li> <li>• Preparing VAT Audit.</li> </ul> <p><b>C. Accounting</b></p> <ul style="list-style-type: none"> <li>• Accounting and finalization of Private limited companies, Partnership firms, Co-operative</li> <li>• Societies and Charitable Trust.</li> </ul>
--	--

#### COMPUTER SKILLS:

- Conversant with Microsoft Applications
- Completed 100 hours Computer Training Course Conducted by ICAI.
- Accounting & Taxation Software like Tally ERP Systems, CA Office, VAT Xpress, Sensys.

DATE :

PLACE : New Panvel

(NIKITA S. KAKAYE)