**DIPIKA Gujarathi**

**Voice:**

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***Experience:***

More than **11 years of experience** in Finance, Accounts Taxation & Auditing

***Scholastic Achievements***

* Secured 4th Rank in 12th Standard in Gujarat Board.
* Secured 12th Rank in Third year B.Com in Gujarat University.
* Secured 14th Rank in M.Com-I in Gujarat University.
* Throughout 1st Attempt Chartered Accountant

***Professional Experience***

**Company:** **Pharmarack Technologies Private Limited, Pune**

*India's largest integrated B2B Healthcare platform – IT Co.*

**Jan 22 to Till Date**

**Profile**: Manager Finance – Reporting to AVP Finance

***Achievements:***

* Implementation & part of Tally ERP cost centre wise – Department wise Customization – Cost centre wise MIS Generation
* Successfully implemented & switched to the latest version of Tally Prime.
* Directly managing Internal audits and Statutory audits for both units in coordination with reputed Audit firms.
* Successfully Achieved newly emerging management requirements
* Efficiently managing staff 10 direct reportees

***Responsibilities:***

* + Responsible for all the Finance and Tax related Matters.
  + Weekly submission of product wise revenue details – TargetVsAchievement
  + Reviewing the Payment approval file incl budget vs actual & give go ahead for payment.
  + Fortnightly Submission of outstanding reports to the management as well as BU Heads
  + Monthly MIS – (P&L & Cash flow) reporting to management, with an eye on controlling variances.
  + Presentation of MIS in Finance review Meeting held by board & answerable from Finance Part.
  + Handling Treasury related transaction
  + Reviewing and ensuring timely filing of all monthly Compliances, Returns & Payments
  + Sort out the issue if any; arise while monthly compliances.
  + Make sure that the returns & Payments will be ensured within due dates [GST, TDS, PT, PF, Gratuity]
  + Responsible for filing GSTR 1 & GSTR 3B in time & make sure the books are reconciled with returns.
  + Responsible for Quarterly/yearly compliances (Tax Audit-Statutory Audit, Internal Audit etc.)
  + Inspecting Day to day accounting activities  AP, AR, Cash, Bank, Journals.
  + Responsible for finalization of books of accounts & preparing Balance Sheets.
  + Responsible for overall F&A & P2P chain process.

**Company:** **Symbiosis Open Education Society, Pune**

*The Group is Pioneers in the field of Education.*

**April 21 to Jan 22**

**Profile**: Finance Officer (reporting to CFO)

***Achievements:***

* Successful registration under FCRA of both units under the group, starting from basic documentation to follow-ups with departments.
* Complete documentation and successful registration of both units under section 12A and 80G of Income Tax act
* Successfully managing complete finance activities for Two main units and seven subunits that includes 2 Private universities, 1 major distance learning unit, 2 startups and 1 community center
* Directly handled Internal audits and Statutory audits for both units in coordination with reputed Audit firms.
* 10 direct reportees

***Responsibilities:***

* + Responsible for all the Finance and Tax related Matters.
  + Monthly MIS reporting to management, with an eye on controlling variances.
  + Handling banking related transactions
  + FD Management & other Investment regarding decision, targeting best returns on investments.
  + Reviewing and directing timely filing of all monthly Compliances, Returns & Payments
  + Sort out the issue if any; arise while monthly compliances.
  + Co-ordinate with Consultants & make sure that the returns & Payments will be directed within due dates [GST, TDS, PT, PF, Gratuity]
  + Responsible for filing GSTR 1 & GSTR 3B in time & make sure the books are reconciled with returns.
  + Responsible for Payroll  Monthly Salary Auto fill & TDS related issue
  + Responsible for Quarterly/yearly compliances (Tax Audit-Statutory Audit, Internal Audit etc.)
  + Inspecting Day to day accounting activities  Fees collections, Purchase, Cash, Bank, Journals.
  + Scrutiny (Handling Income tax Scrutiny of old years)

**Company:** **Creative Carve Pvt Ltd March 13 to March 21**

**Manufacturing Industry,**

**Pune.**

Manufacturing of Automobile parts – Turnover 125 Crore

**Profile**: **Working as Manager Accounts (Reporting to CEO)**

*Efficiently managing staff of 8 direct reports*

* + Responsible for all the accounts and Tax related Matters.
  + Inspecting all monthly Compliances  Returns & Payments
  + Sort out the issue if any; arised while monthly compliances
  + Co-ordinate with Consultants & make sure that the returns Payments will be instructed within due dates [GST, TDS, PT, PF, ESIC]

(Old Laws - Excise, VAT, Service Tax, LBT, etc.)

* + Responsible for filing GSTR 1 & GSTR 3B in time & make sure the books are reconciled with returns.
  + Responsible for Payroll  Monthly Salary Auto fill & TDS related
  + Issue of Form 16 at year end
  + Responsible for yearly compliances (Tax Audit-Statutory Audit, VAT Audit etc.)
  + Inspecting Day to day accounting activities  Sale, Purchase, Cash, Bank, journals etc.
  + Inventory Valuation
  + Handling banking related transaction-Submission of monthly Stock Valuation statement to bank.
  + Upto some extent related with debtors’ collections & Suppliers’ Payments related matters.
  + Scrutiny (Income tax Scrutiny as well as VAT Assessment Scrutiny]
  + Co-operate with Company Secretary & comply the company Law Matters & MCA related task.

**Company: Sachin S Kelkar & Co.**  **June 12 to Oct 12**

**Chartered Accountant**

**Profile**: Working as a Consultant

Handling domestic clients for taxation, auditing & accounts (Including individuals, partnership firms, companies etc.)

1. Auditing and Finalization of Books of accounts & Preparation of Balance Sheets and Profit & Loss Accounts of both Non-corporate and Corporate Entities.
2. Preparation of Tax Audit reports of companies engaged in various industries and preparation of Income Tax Returns.

**Company:** **M G Patel & CO. Oct 10 to Dec 11**

**KPO Unit,**

**Australia Division,**

**Ahmedabad**

**Profile**: Working as an Accounts Executive

Responsible for the accounts and Tax Return Preparation Work

(Including Self-Managed Super Funds) for the Australia Clients

**Articleship : Vipul & Manish Associates, Aug 07 to Aug 10**

**Chartered Accountants,**

**Ahmedabad.**

**Key Learning:**

1. Auditing and Finalization of Books of accounts & Preparation of Balance Sheets and Profit & Loss Accounts of both Non-corporate and Corporate Entities including Nationalized Bank.
2. Preparation of Tax Audit reports of companies engaged in various industries such as Textiles, Automobile Dealer, Banking, etc. and preparation of Income Tax Returns.
3. Handling many Scrutiny Cases of individuals as well as companies against ITO & ITAT.
4. Been involved in Incorporation of Companies, Electronic submission of Forms & other compliance under Companies Act.

***Language Proficiency***

* English, Hindi, Marathi & Gujarati

***Education Qualifications Data***

* **Degree :** Chartered Accountant (C.A.)
* **Name of Board :** Institute of Chartered Accountants of India (ICAI)
* **Year of Passing :** Nov 2009
* **Result :** 400/800 ***(First Attempt)***
* **Degree :** Master of Commerce (M.Com)
* **Name of College :** H.L. College of Commerce
* **Name of University :** Gujarat University
* **Year of Passing :** April 2010
* **Result :** 63% **(Secured 14th Rank in Gujarat University)**
* **Degree :** Bachelor of Commerce (B.Com)
* **Name of College :** H.L. College of Commerce
* **Name of University :** Gujarat University
* **Year of Passing :** April 2008
* **Result :** 77% **(Secured 12th Rank in Gujarat University)**
* **Exam :** H.S.C.
* **Name of School :** H.B. Kapadia New High School
* **Name of Board :** Gujarat State Board
* **Year of Passing :** April 2005
* **Result**  **:** 92.86% **(Secured 4th Rank in Gujarat Board)**

***HOBBIES***

* Listening Music
* Singing
* Swimming

***Personal Details***

* Date of Birth : 21st February, 1988