

## **CURRICULUM VITAE**

### **Nikhil D. Mavani**

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### **OBJECTIVE**

To work with an organisation for excelling and surpassing the present skills, keeping in mind the objectives of the organisation in a manner that assist in overall improvisation and betterment of goals of organisation and me.

### **PROFESSIONAL QUALIFICATIONS**

<b>Qualification</b>	<b>Year of Passing</b>	<b>Institute</b>	<b>Percentage</b>
CA-IPCC	2014	ICAI	56.00%
CA-CPT	2012	ICAI	55.00%

### **ACADEMIC QUALIFICATIONS**

<b>Qualification</b>	<b>Month &amp; Year of Passing</b>	<b>University/ Board</b>	<b>Percentage</b>
B.COM	March – 2013	Gujarat University	57%
H.S.C	March – 2010	Gujarat BOARD	73%
S.S.C	March – 2008	Gujarat BOARD	66%

### **JOB EXPERIENCE**

**Position:** Assistant Manager - Finance

**Company:** Lendingkart Technologies Private Limited, Ahmedabad.

**Department:** Taxation & Compliances

**Year of experience:** From November 2015 to till date.

### **ARTICLESHIP TRAINING**

- **Dhairyakant Shah & Co., Chartered Accountants** at Ahmedabad, India for the period of February 2014 to Oct 2015.

### **WORK EXPOSURE**

- **Account receivable and account payable:**
- Preparation and finalisation of collection reports, bank reconciliation and responsible for credit collections on all accounts from bank statements.

- Preparing daily reconciliation of books of accounts, banks and system reports to authenticate of data validation and accuracy of preparation of data.
- Efficiently process vendor invoice and maintain up to date in system.
- Coordinate approval processes of the entire accounts payable invoice.
- Research and resolve all the payments problems.
- Developed tracking reports to keep management informed of due and past due vendor invoice.
- Assist and verified details of transaction including funds availability and total accounts balances.
- **Accounting & Bank audits (Statutory & Concurrent )**
  - Documents audit tests and findings.
  - Examine wide range of documentation.
  - Collect financial data and analytical trends.
  - Identify ongoing compliances issues, process weakness and insufficiencies.
  - Checking weekly P.V of cash, stocks.
  - Checking different area such as Insurances, lockers, cash, advances, receipts and payments vouchers, TDS compliances, after considering all these area preparing monthly reports and intimating process strength and weakness to betterment and smoothers the bank process.
- **Taxation ( Direct & Indirect )**
  - Managing statutory compliances like TDS payments, TDS deduction & remittances and TDS return filling and likewise for GST as well.
  - Checking calculations of TDS & GST payments made by consultants and finalising from every aspects before making payments likewise for TDS and GST returns as well.
  - Clearances of TDS demands in case of generated, prepare reply for any notice issued and same way in case of TDS refund cases, income tax demand notice.
- **Lending portfolio**
  - Ensured that All EMI got processed Correctly & timely with proper Approvals in place.
  - Payment confirmation mail after each EMI payment.
  - All other payments related to lenders like guarantee fee/ processing fee/arranger fee and many other variable fee payment made timely and accurately.
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  - Directly contact with lenders and resolve query related to compliances, invoice, repayment schedule or any other queries.
  - Provide all the borrowing related details to auditors on timely basis and explain the

same.

- Maintain master sheet in hard copy for all the loans as a part of document and to track historical payment.
- Understand and working on different types of loan sanctioned accurately i.e Securitisation and Direct assignment. Different types of working like interest, interest accrued, EIS back, payment and many other workings.

#### ➤ **COMPUTER SKILLS**

- Experience in the environment of Tally ERP 9, Kitret, Spectrum, Saral Office, Finacle, etc..
- Good knowledge of Microsoft office and internet.

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#### **COMPETENCIES**

- Friendly nature and strong focus on quality.
- Ambitious, hardworking and committed to excellence.
- Quick learner and passionate for work.

#### **PERSONAL DETAILS**

Full Name	:	Nikhil Dilipbhai Mavani
Date of Birth	:	19th January, 1993
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Hindi and Gujarati
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