

Shail Advani

Internal Audit – Finance & Accounts - Tax Professional

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📍 Bur Dubai, Dubai | United Arab Emirates



Cover Letter

Dear HR Manager,

As a seasoned professional with a strong experience, background & professional qualification, would like to apply for a needed position relating to **“INTERNAL AUDIT / FINANCE & ACCOUNTS / TAX”** in your esteemed company with the objective of playing a significant role in the progress of the company.

Experience

I have tremendous total **15 years'** post qualification experience mainly in **Internal Audit** of all business areas in multiple industries including **Risk Management, Investigation, SOP Development, Stock taking etc.** in large cap companies at international level in India, Nigeria, Saudi Arabia & now in Dubai.

Additionally, I have also an excellent exposure of heading **Finance (Preparation of Consolidated Financials, Dealing with External Auditors & Handling Accounting Staff)** and Managing Taxation (**VAT & Excise Tax in UAE**) with internal audit department, as per need in last employer (West Zone Fresh Super Market Group) in Dubai since last 3.5 years.

Due to my multiple strengths, I worked as a **“Solution Provider”** (i.e. giving solutions for all business needs) and contributed valuable role in turning various companies from losses to profits by giving value additions in millions i.e. recoveries from outside parties, suggesting cost saving measures & business opportunities, stopping frauds/losses/over expenses & suggesting strong controls/improvements over high risky areas& processes.

Education & IT Skill

- CA Inter, MBA (Fin. & Mark.-Distance), CS-Final, M. Com. & pursuing Certified Internal Audit Course from Institute of Internal Auditors, USA.
- 2 years IT Diploma & work exposure in ERP (SAP/Oracle/customized), ERP-Tally & MS Office

It would be a privilege for me to meet with you as per your convenience to justify my role & credentials in more detail relevant to job requirements and to answer your any question.

However, for an in-depth presentation of my background, multiple skills, qualifications & relevant professional contributions, please take a moment to review my enclosed resume.

Joining Details

- **Notice Period:** Immediately (Passport: T6784603, Date of Issue:2 Jul' 19, Expiry:01 Jul' 2029)
- **Location Preferred:** Dubai, Sharjah & Ajman & **Travelling:** Worldwide for any period.
- **Reason of Job Change:** To get a better opportunity.

Best Regards

(SHAIL ADVANI)

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Enclosure: *Resume*

Resume

Shail Advani



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INTERNAL AUDIT – FINANCE & ACCOUNTS – TAX PROFESSIONAL **(15 Years' Experience - CA-Inter, MBA (Finance), CS-Final, M.Com.)**

Profile Summary

Have **15 years'** wide experience at international level in India, Nigeria, Saudi Arabia & in Dubai mainly in **Internal Audits** apart from an excellent exposure in **Finance & Accounts** department along with managing **VAT & Excise Tax in UAE** heading 25 staff in last employer, reporting directly to Managing Director.

Profile Highlights

CORE TECHNICAL

Internal Audit (Key Skill)
(Internal Control, Risk Management, Governance)
(COSO Framework)

Financial Management
(Financials Preparation & Ratio Analysis - IFRS & SOX Compliances)

VAT & TAX Management
(including other Regulatory Compliances)

SOP/Process Development & Review for Improvement

Fraud Detection & Prevention

ERP(SAP/Oracle/Customized) Tally ERP & MS-Office

Legal Proceedings

Personal Attributes:

- Detail Oriented –Value Addition Audit Approach
- Effective Communication & Presentation Skill
- Strong Analytical & Logical Skill
- Tough Negotiator
- Managing team friendly with positive motivational approach & Team Spirit
- Time Management With Smart Working
- Continuous Learning & Updation Approach

➤ **INTERNAL AUDIT:** Apart from checking routine processes/compliances & providing assurance on internal control, Risk Management & Governance, One Step Ahead under modern audit approach, I **have given Value Additions in Millions** to many Big-Cap/Listed Companies by suggesting Cost Savings, Reduction in Expenses, Recoveries, Business Opportunities, Preventing & Detecting Frauds/Irregularities, Suggesting Improvements in Processes/Operations, Turning Companies from Losses to Profits.

Further, I have exposure of **Risk Management, Investigation, SOP Development, Due Diligence, Physical Stock Taking etc.**

- **Internal Audit Reporting Approach:** Report issues with due background, root causes, risk/impact, recommendation for controls/solutions backed by due follow up within target dates considering all practical aspects, cost vs. benefit, whether it adds value to the organization under proprietary angle.

- **Industries Covered - Internal Audit:** Trading (Super Market-Retail/Wholesale/Jewellers), Construction, Education, Hotel, Sport, Manufacturing, Shipping, Oil & Gas, Agriculture, Power, Banking, BPO, Logistic, Telecommunication, Entertainment & Media, Insurance, IT & Maintenance Services, Logistic, Warehousing etc.

- **Areas Covered in Internal Audit:** Accounts & Finance, Taxation, Cash & Fund management, Purchase, Inventory, Sales, Production, HR, IT, Fixed Assets, Logistic, Insurance, Loans, Legal, Quality Control, Construction, Export & Import, HSE etc.

➤ **FINANCE & ACCOUNTS:** Proficient in handling Finance & Accounts Department of last employer (25 staff) to complete all accounts records in time correctly along with **Preparation & Analysis of Financials, MIS & Minutes** reporting to Sr. Management.

➤ **TAXATION & COMPLIANCES-UAE:** Managing **VAT & Excise Tax** Returns up to finalization level complying with all laws along with **Dealing Government for Legal proceedings successfully.**

➤ **OTHER WORKS:** Preparation of Bank Loan Proposals, Taking Technical Interview Rounds (Accounts/Finance/Tax/Audit), Negotiation with Landlords/Service providers/Suppliers, Member of various committees (i.e. purchase committee for financial vetting).

Career Timeline



Key Responsibilities:

- ❖ In last employer (West Zone Fresh Group) in Dubai, I was reporting to Chairman & Managing Director leading Internal Audit, Finance & Taxation department, as per need the company as below:
 - ✓ Conducting Risk Based Internal Audits (including Stock Verification & Fraud investigation) of all areas giving value addition to the company by suggesting recoveries, cost savings & process/control improvements.
 - ✓ Preparation of Financials, MIS & Minutes for senior management & dealing with external auditors,
 - ✓ Managing Taxation (VAT & Excise Tax-UAE) & dealing government's queries/tax scrutiny successfully.
 - ✓ Other work i.e. Handling Legal Proceedings, Negotiations with Landlords/Service providers/suppliers etc.
- ❖ Before last employer, I worked from India in a few audit consultancies firms and on their behalf, I visited several big Governments, Public & Private companies for conducting / leading internal audits in multiple industries for all business areas in whole India, Nigeria & Saudi Arabia as per the below (**Exhibit 1 & 2**).

Exhibit-1: List of Major Industries – Where Internal Audits Were Conducted by Me on Behalf Of Audit Consulting Companies as Mentioned in Career Timeline Above

INDUSTRY	NAMES OF COMPANIES
INTERNAL AUDIT EXPOSURE IN DUBAI, AFRICA, SAUDI ARABIA & INDIA	
TRADING (Retail/Wholesale/Jeweller)	West Zone Fresh Super Market Group, Dubai and Welspun Retail Ltd., TBZ Pvt. Ltd. (Jeweller) in Mumbai, India.
OIL & GAS Maintenance Service	Africa Oilfields Services Ltd, Nigeria. (West Africa)
MANUFACTURING	Alothman Group Companies, Saudi Arabia, First Aluminium Nigeria PLC, Port Harcourt, Nigeria & Rallis India Ltd. (TATA), Raymond Apparel Ltd, Welspun Corp. Ltd., Mumbai, Dharngandhra Chemicals Works Ltd, Gujrat, Electrotherm India Ltd.,
POWER	NTPC Ltd.(Gujrat & UP, India), Tata Poer Company Ltd., Mumbai India & Powergrid Corp. India Ltd (Gurgaon & Bangalore India)
REAL ESTATE	Mumbai International Airport Pvt.Ltd., Hotel Taj (The Indian Hotels Co. Ltd.) & Welsupun Corp. Ltd.(Bhilai Project),Mumbai.
HOTELS	Hotel Taj (The Indian Hotels Co. Ltd.) & The Chumbi Mountain Retreat Resort & Spa, Sikkim, India
SHIPPING	Maersk India Pvt. Ltd., JNPT, Navi Mumbai & Gateway Terminals india Pvt. Ltd, Mumbai India
ENTERTAINMENT & MEDIA	INX Media Pvt. Ltd., Mumbai & Red Chillies Entertainmnet Pvt. Ltd. Mumbai India
AGRICULTURE & FOOD PROCESSING	NSC (National Seeds Corp. of India (6 states) & SFCI (State Form Corp. of India (Rajasthan) & FCI (Food Corp. of India.(Assam).
AUTOMOBILE/MAINTENANCE SERVICES	Tranzlease Holding (India) Pvt. Ltd. /Inlakes Computers Ltd., Nigeria (West Africa)
IT Services	Inlaks Computers Ltd., Lagos, Nigeria. (West Africa)
BPO SERVICES	Health Prime Pvt. Ltd., Mumbai, India.
PHYSICAL VERIFICATION-STOCK/FIXED ASSETS	Many times conducted physical verification of stock and fixed assets in above companies, reporting huge shortages & contorls.
EXTERNAL AUDIT EXPOSURE IN INDIA	
SPORTS / MANUFACTURING	Knight Riders Pvt. Ltd, Mumbai, India / Jyothi Structures Ltd ,Mumbai & Denzong Breweries Pvt. Ltd., Orissa, India.
BANKING / IT SERVICES	SBI, New Delhi & UBI, Mumbai & Dehradun, India. / NICSI (National Informetics Centre Services Inc., New Delhi, India.

Exhibit – 2: Instances of Major Audit Issues Reported by Me During Internal Audit

Purchase

- Purchase at higher rates & excess quantity noted. Transparent Purchase policy suggested.
- Fraud Reported: Forge quotations & old payments without existence of suppliers, double payments.
- Recovery done in millions from suppliers due to under deduction of various charges from suppliers.

Inventory Management

- Huge shortage noted during physical verification of stock many times. Policy suggested for conducting stock taking more efficiently i.e. periodical/surprise, by independent team, using proper IT based technologies.
- Obsolete / Idle / Slow / Non-moving goods lying since long, process suggested (periodical identification, disposal & auto FIFO & other IT controls etc.)

Sales: Under billing noted; auto rates suggested. Bias Sales return & credit sales noted; auto control in customer master suggested.

Accounts & Finance

- Excess, personal, in-genuine & avoidable expenses, above entitlement or with fake supporting or without need reported; Policy suggested with Approvals, Review & Budgetary System.
- Through financial analysis, expansion/retranchment/revaluation/re-structuring suggested.
- Utilization of short-term loan for long term purpose or taking loans at higher rates noted.
- Atomization in preparation of timely & adequate financials & MIS reports suggested.

Taxation

- Legal cases and scrutiny handled successfully on client behalf for direct and indirect tax in India & Dubai.
- Policy prepared for VAT & Excise Tax as per UAE law, software implemented successfully & all other compliances of laws were taken care i.e. filing correct return in time, maintaining all proper records etc.

Banking: Non-Performing Assets reported along with various non-compliances of banking laws relating to interest, securities, approvals & provisions in books etc.

Real Estate

- Revenue leakage reported as loss of rent/penalty due to delay in completion & Idle property.
- Software updation suggested by tracking stage of completion & MIS system.
- Actual size of road found less than the size mentioned in measurement sheet; recovery done from the contractor.

Hospitality

- Occupancy Level below standard norms observed; schedule & review process suggested.
- Service contract executed at higher rates as compared to market rates, without taking new quotes; after audit intervention rates negotiated and reduced.
- No proper controls on foreign currency transactions observed; proper analysis recommended.
- Excess travel commission paid noted: recovered from travel agent, as per terms of contract.

Logistics

- Avoidable storage/demurrage charges paid due to delay in clearance of goods. Suggested to create process-specifying timeline to clear goods along with responsibility on CFA & import department.
- Excess cost observed in hiring of minor quantity in full load vehicles, instead of small load.
- Recovery from transporter suggested, comparing KM claimed with KM actually applicable.

Fixed Assets: Under-utilization of capacity of Plant & Machineries/Under Production reported due to improper maintenance, inefficiency of labour etc., process suggested for review & timely maintenance system to increase production efficiency in future.

System Control: Efficient system controls suggested for auto controls in all areas along with efficient useful customized MIS reports for certain areas i.e. Budgeted vs. Actual Financials/Expenses/Productions, Ageing/MIS- Customers, Slow/Non/Expiry/Excess items etc.

Educational Credentials

- 📖 CA Inter (PEE-II), Institute of Chartered Accountants of India, (2006)
- 📖 CS Final (2 Groups Cleared), Institute of Company Secretaries of India,(2015)
- 📖 MBA Finance & Marketing – Correspondence Course, Swami Vivekanand Subharti “Distance Education” University, India,(2017)
- 📖 M Com, Vikram University, India, (1998)
- 📖 B Com, Vikram University, India,(1996)
- 📖 Pursuing Certified Internal Auditor course from Institute of Internal Auditor, USA.

IT / Computer Skill

- 📖 Higher Diploma in Software Engineering, APTECH, India, (1996-1998)
- 📖 6 Month's Certificate of Computing, IGNOU, India (2005)
- Practical exposure of ERP (SAP, Oracle & Customized), Tally ERP, MS Office (Word, Advance Excel & PPT), Outlook & Internet.

Personal Details

- **Languages Known:** English, Hindi & Sindhi. **Date of Birth:** 2nd Oct.1976 (Sex: Male) ■ **Nationality:** Indian (Hinduism)
- **Physical Condition:** ■ Fitness: Healthy, No disease/operation ■ Height: 5”8 feet ■ Color: Fair ■ Weight: 72 Kg
- **Family:** Married (Wife (Tax Professional) & 1 school going 5 years old baby in Dubai) **Hobbies:** Social Work & Taking Exercise