



CA KEVAL KHODA
Chartered Accountant, B.Com

Mobile: UAE: +971 521956057
E-Mail: kevalkhoda@gmail.com

CAREER OBJECTIVE

To be a part of an organization of repute where I can grow in terms of knowledge, skills and attitude and put to use my analytical abilities and professional competence so as to align mutual development of the organization and myself.

SYNOPSIS

- A Self Motivated Chartered Accountant with over 7 years of experience (3+ Year UAE experience) and presently associated with GLAZE Granite & Marble Tr. Est. (UAE) as an Assistant Manager.
- Capable of managing accounting activities independently including but not limited to preparation of books of accounts, Balance Sheet, P & L Account and reconciliation statements leading to finalization of accounts.
- Ability to work in a dynamic environment and under pressure situations.
- An enthusiastic team player and an analytical mind with ability to think clearly and logically.

CORE COMPETENCIES

- | | | |
|----------------------------|---------------------------|-----------------------------|
| ▪ Financial Reporting | ▪ Accounts Finalization | ▪ Cash Flow Statements |
| ▪ Financial Management | ▪ Budgeting & Forecasting | ▪ Variance Analysis |
| ▪ Management Accounting | ▪ Hands on ERP Packages | ▪ Tax & VAT Audit |
| ▪ Trade Finance Operations | ▪ AR & AP | ▪ External & Internal Audit |

ACADAMIA

- 2018 Pursuing Diploma in IFRS
2015 Chartered Accountancy from The Institute of Chartered Accountants of India.
2013 B.Com. from Sydenham College of Commerce & Economics – University of Mumbai.

WORK EXPERIENCE

Organization : GLAZE Granite & Marble Tr. Est.
Period : Aug 2017 to present
Designation : Assistant Manager

1. VAT Accountant Role

- Assisting CFO in registration of company with Federal TAX authorities of UAE
- Supervision of regular Accounting system to comply with new VAT laws in UAE
- Maintain input & output VAT records and ledger reconciliation at the month end.
- Coordination with sales person to get export documents to claim export sales as zero-rated supplies.
- RCM (Reverse charge mechanism) calculation, monitoring RCM effects while posting import purchase entries and reconciliation at the month end.
- Preparing and Reconciling VAT liability and timely filing of VAT return.

2. Financial Management Role

- Daily monitoring bank accounts and manage fund as per the requirement.
- Preparation of vendor overseas payments through telex transfer, monitoring LC Due date/Collection bill/Trust receipt/Collection bill and arrange funds on time and bank coordination.
- Preparation of cash flow to review the cash position and forecast funds required to honor the financial commitments.
- Close monitoring on Export LC movement and follow up with bank for inward remittance.
- Close monitoring of debtors and follow-up with sales team.
- Import LC Margin Reconciliation at the end of the month to avoid the blockage of funds.

3. Accountant Role

- Preparation of performance reports – Balance Sheet, Profit & Loss Accounts on Sales and Purchase reports on regular basis.
- Year-end closing of books of accounts and finalizing of Financial Statements as per International Financial Reporting Standards.
- Liaise with Internal auditors for their respective queries related Financial Statements and providing various schedules to auditor as per their requirements.
- Calculating monthly salary, leave salary, provision of gratuity, prepaid expenses, depreciation, fixed asset schedule, stock and GIT.
- Verifying all accounts is reconciled and updated.
- Sales Incentive calculation and getting approved by director and informing incentive amount and plan set by director for next month to each sales person through e-mail.
- Sales variance checking on regular interval and getting satisfactory justification for variance from each sales person.
- Checking commission amount payable to intermediate parties.
- MIS, Budgeting, Variance analysis and any adhoc reports assign by Managing Director.
- Epicor set up activities.

Organization : Sana Fashion LLC Dubai, UAE.
Period : May 2016 to July 2017
Designation : Sr. Executive Finance & Accounts

1. Financial Reporting Role

- Preparation of monthly financial statements location wise and consolidated.
- Verifying all accounts are reconciled and updated & performing month-end accounting activities such as vendor reconciliations and journal entries.
- Verifying prepaid expenses, depreciation, fixed asset schedule, stock and GIT.
- Coordinate with finance team to complete assigned accounting tasks within deadlines & supervision of day-to-day operation of the accounting.
- Coordinating with external auditors to carry out annual external audit.
- Liaise with Internal auditors for their respective queries related Financial Statements.
- Maintaining accurate and up to date records of all financial transactions.

2. Financial Management Role

- Manage bank dealings like Letters of Credit (LCs), Trust Receipts (TRs), short term Financing & long-term loans.
- Preparation of cash flow to review the cash position and forecast funds required to honor the financial commitments.
- Perform financial analysis and reporting financial discrepancies to management and recommend effective resolutions.
- Other financial management duties assigned by management.

3. Operations Role

- Handling of Purchase Order – Getting approval from Management, Controlling and Monitoring all Trading & Non-Trading PO.
- Sale Reconciliation between Financial Module and sub systems.
- Accounting for sales and Capex.
- Trading Invoice booking (Import, Local & Intercompany Stock transfer)
- MS dynamics AX 2012 set up activities.

Organization : M/s. SNH and Associates (Formerly Known as Joshi Nair and Associates) Mumbai, India.
Period : December 2012 to January 2016
Designation : Assistant Auditor

- Finalization of financial statements as per Revised Schedule VI.
- Accounting of various entities, closure of books of accounts, calculating relevant ratios.
- Prepared and presented financial statements, consolidation, MIS reports, Budgets, Cash flow, Fund flow & break-even analysis.
- Conducted, coordinated, handled, and monitored Internal Audit, Statutory Audit and Stock audit of Private Companies, Public Companies and individuals.
- Supervising and reviewing the companies for statutory compliances with respect to Taxation, Financial Reporting and company law matters.
- Prepared detailed report on audit findings, made recommendations to improve Individual and Corporate accounting including management functions.
- Preparation and review of various reconciliation statements e.g. Bank, Cash & Stock.
- Conducted various Statutory Audits, Internal Audits, Tax Audit, and reconciliation of financial statements and Preparation of Audit Report with taking into consideration Legal Provisions, Accounting and Auditing Standards, Guidance Notes, CARO etc.
- Analysis of debtors & creditors: - Ageing, Recovery Period, Balance Confirmation Procedures and legal cases.
- Preparation of various project reports to secure loans for clients.
- Service Tax registration, Service tax return filling and Service tax compliance of various Private Companies and Individuals.
- Investigation of fraud involving Cash Embezzlement.
- Investment Proofing work in Public Company.
- VAT Registration, VAT return filling, preparation and Finalization of VAT Audit report as per applicable VAT Laws (**Maharashtra Laws**)

Organization : Kapradewala Associates. Mumbai, India
Period : March 2012 to December 2012
Designation : Assistant Auditor

- Conducted, coordinated, handled, and monitored Internal Audit of public company.
- Prepared detailed report on audit findings, made recommendations to improve Individual and Corporate accounting including management functions.
- Analysis of stock & stores: Identification procedures for Slow Moving, Non-Moving and Obsolete items and analysis of Purchase Procedure.
- Preparation and review of various reconciliation statements e.g. Bank, Cash & Stock.

MAJOR ASSIGNMENT

- TATA Investment Corporation Ltd.- Internal Audit
- Reliance Communication Ltd.- Investment Proofing
- Cambridge Apparels Pvt. Ltd. - Tax Audit
- Indian Tobacco Company Limited (ITC) - Stock Audit
- Hindustan Unilever Limited (HUL) - Stock Audit
- Hats off production Ltd.- Investigation work

- Bright Outdoor Media Pvt. Ltd. - Service Tax working and filing of return
- Kesari Tours(I) Pvt. Ltd.- Service Tax working and filing of return
- Air Cargo Agents Associates of India - Service Tax working and filing of return
- Cambridge Apparels Pvt. Ltd. - VAT Compliance and VAT Audit
- Farouk Sodagar Darvesh& Co. Pvt. Ltd.- VAT Compliance and VAT Audit

EXTRA CURRICULAR ACTIVITIES

- Successfully managed and hosted annual function of Hostel.
- Selected as a team member in college Cricket team.
- Posted as Assistant Chief perfect, hence actively managed various events of Hostel.

IT FORTE

- Proficient in MS-Office (Word, Excel & Power Point)
- Wide experience of Epicor & MS Dynamics AX 2012 with 100% in depth knowledge.
- Worked with ERP accounting packages like Epicor, MS Dynamics AX 2012, Tally ERP and Conversant with SAP basics.
- Completed Information Technology Training with Institute of Chartered Accountant of India.

PERSONAL DOSSIER

Date of Birth : 6th January 1993
Languages Known : English, Hindi & Gujarati
Marital Status : Single
Permanent Address : Gokul Nagar, Opp. to old Jakat Naka, Talala (GIR) – 362150, Somanath, Gujarat.
Present Address : 405, Above Najm defense cafeteria, Near National Paint, Sharjah.
Passport Number : N5634430
Nationality : Indian
Hobbies : Playing Cricket, Listening Songs
UAE Driving License : Yes