

DIPESH A THAKAR

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A success driven, energetic finance professional with the ability to manage financial operations at senior management level. Hands-on leader with an extensive background in finance complimented by diverse talents in technology, project management and leadership. Strategic problem-solver who envisions smart solutions and executes with urgency across all levels of the organization. Outstanding strategist who is able to deliver record breaking enhancements in highly competitive business markets.

PROFILE SUMMARY

- ☒ A goal-oriented professional with **5 years** of experience in:

Account & Finance

Auditing

Receivables & Payables

Statutory Compliances

MIS Reporting

Bank Payment & Receipts

Taxation

Internal Control

- ☒ Expertise in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements, auditing & MIS
- ☒ Demonstrated abilities in completing audit assignments within time budgets and schedules while handling multiple tasks
- ☒ In-depth knowledge of handling accounting system & filling returns
- ☒ Expertise in preparing all Financial Reports & backend activities smoothly
- ☒ An effective communicator with strong analytical, problem solving and people management skills

AREAS OF EXPERTISE

Finance & Accounts:

- ☒ Maintaining statutory books of accounts viz., journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms
- ☒ Handling activities related to:
 - Maintenance of ledgers, passing of vouchers and the interpretation of various factors relating thereto
 - Closing of accounts including preparation/checking of various ledgers & sub-ledgers
- ☒ Implementing and supervising general ledger and financial reporting processes and on time compliance of accounting standards; ensuring controls on creditors payment & statutory dues

Statutory Compliances/ Taxation:

- ☒ Ensuring timely filing of indirect taxes & returns based on the mandatory enactments
- ☒ Ensuring timely filing of returns and various certifications, under indirect taxes & returns based on the mandatory enactments

MIS / Auditing:

- ☒ Helping in the preparation of MIS reports to provide feedback to top management on business performance as required by Head Office
- ☒ Ensuring that all key business drivers are correctly captured and all income / expenses at the end of the month are accounted for properly viz. admin bills, revenue, other expenses and provisions
- ☒ Coordinating as Statutory and Tax Auditors for preparing schedules and reports

WORK EXPERIENCE

G.M. Kapadia & Co., Mumbai

May' 11 – Aug' 12: Employee

Aug' 12 – Aug' 15: Article Assistant

Clients handled during the above mention period are as follows:

- ☒ K. Raheja
- ☒ Hathway Cable & Datacom Ltd.
- ☒ Future Generali India Insurance Co. Limited
- ☒ National Bank for Agriculture and Rural Development
- ☒ Arya Nivas Lodging and Boarding House
- ☒ Gammon India Ltd.
- ☒ BP Ergo Limited
- ☒ Globus Stores Private Limited
- ☒ HDFC ERGO General Insurance Company Limited
- ☒ Hindustan Petroleum Corp Ltd.
- ☒ Maharashtra State Power Generation Company Limited
- ☒ PNB Metlife India Insurance Pvt Ltd
- ☒ Sumeru Labels Private Limited
- ☒ THE RESORT (Division of K. Raheja Corp Private Limited)
- ☒ Patan Jain Mandal
- ☒ Lawrence & Mayo Optics

ITALAB Pvt Ltd

Jan' 2016: Account Executive

Areas of Expertise:

- ☒ Maintaining statutory books of accounts viz., journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
- ☒ Ensuring timely filing of indirect taxes & returns based on the mandatory enactments
- ☒ Ensuring timely filing of returns and various certifications, under indirect taxes & returns based on the mandatory enactments
- ☒ Handling complete financial operations & providing supportive data analysis and presentation to the Management for future strategies & decision making
- ☒ Accountable for administering daily bank payment & Receipt with BRS
- ☒ Completing follow-ups with vendors for payments & receipt

EDUCATION

Year	Degree	Institute / University	Percentage scored
2016	Post – Graduate Diploma in Banking and Insurance	L. N. Welingkar Institute of Management Development & Research	64.18%
2015	Post – Graduate Diploma in Finance Management	L. N. Welingkar Institute of Management Development & Research	63.00%
2014	Advanced Diploma in Business Administration	L. N. Welingkar Institute of Management Development & Research	67.25%
2012	IPCC (1 st Group)	ICAI	52.75%
2009	CPT	ICAI	56%
2010	T.Y.Bcom	Kandivali Education Society College (KES College)	66.71%
2007	HSC	Bal Bharti College	64.00 %
2005	SSC	Nutan Vidhya Mandir School	52.40%

IT SKILLS

- ☒ Well versed with Word, Excel, PowerPoint, Tally, SAP and Internet Applications
- ☒ Completed 100 hours of computer training which is a part of CA course
- ☒ Completed 20 days course of General Management and Communication Skills(GMCS 1)(Part of CA Course)

CO-CURRICULAR & EXTRA- CURRICULAR ACTIVITIES

- ☒ Represented Bal Bharti College for Inter college Elocution competition in Gandhi smarak Nidhi, Mumbai and Won 3rd Price.
- ☒ Represented KES College in Inter college Badminton tournament (University)
- ☒ Core organizer at KES College for various management events and seminars

PERSONAL DETAILS

Date of Birth: 15th October, 1989
Languages Known: English, Hindi, Marathi and Gujarati
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