

CURRICULUM VITAE

KAPIL RINVA

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Career Objective

To be an integral part of the growth oriented organization and work in a challenging dynamic environment. To contribute to the development of the organization which I represent and serve while concurrently upgrading my skills and knowledge.

Academic Profile

1. Chartered Accountant

Examination	Institute	Year of Passing
C.A. IPCC Group II	ICAI	May 2017
C.A. IPCC Group I	ICAI	May 2015
C.A. CPT	ICAI	June 2013

2. Educational Qualification:

Examination	Univ./Board	Year of Passing	Remarks
M. com	Mumbai University	2017	'A' Grade
B. com	Mumbai University	2015	'A' Grade
H.S.C.	Maharashtra Board	2012	74.50%
S.S.C.	Maharashtra Board	2010	77.50%

Working Experience

- Currently working as Deputy Manager (Accounts, Finance & Taxation) at Inspira Group (Export Import of Agri Commodity), Andheri, Mumbai since June 2022 to till date. Also handling and maintaining the Banking & Accounts of Inspira Wafi Agro FZ LLC, Dubai. (WOS).
 - Properly handling, monitoring and maintaining day to day accounting transactions. Properly checking and recording of expenses day to day basis.
 - Finalization of Books of account of both the entity i.e Indian entity as per AS and UAE entity as per IFRS. And also preparing the Consolidated Financials.
 - Preparing and presenting Monthly MIS, Weekly Fund Planning, Cash Flow Statement.
 - Preparing documents for Overseas Direct Investments (ODI) Funding to WOS & repatriation.
 - Preparation and submission of Import remittance & Export disposal documentation to Banks and follow up.
 - Preparing data for GST return and filling monthly GST Returns.
 - Preparing working for TDS, monthly deduction & payment and quarterly filling.
 - Preparation of Bank Documents for Financial Facility and also liaisoning with Banks.
 - Preparation and submission of UFCE certificate, Due Diligence Report and Financial Projections to Financial Institutions/Banks.
 - Preparing data & filling RBI FLA return & APR.

- Preparing data & filling of Form No. 61A
 - Obtaining and maintaining the records for RCMC and LEI related to business & filling of returns, if required.
 - Getting done Audits of Company coordinating with CA.
 - Drafting documents as required for ROC fillings and getting done filed with ROC coordinating with Company Secretary.
- I had Worked as an Accounts Manager (Accounting & Taxation) at M/s Dindayal Commodities Private Limited (Dindayal Group) (engaged in Export Import of Gold & Gold Jewellery), Fort, Mumbai since December 2020 to 31st May 2022.
 - Properly handling, monitoring and maintaining day to day accounting transactions and Stock registers
 - Preparing Financial statements time to time as required.
 - Scrutinizing Trial balance on monthly basis.
 - Properly handling Scrutiny Assessment, Re-opening Assessment and CIT (A) submission by consulting with the Chartered Accountant.
 - Properly handling GST notices, assessment and audits.
 - Preparation and submission of UFCE certificate, Due Diligence Report and Financial Projections to Financial Institutions/Banks.
 - Obtaining and maintaining the records for RCMC and LEI related to business.
 - Assisting CA for Annual audits as well as Internal audit.
 - Co ordinating with the Company secretary for annual return filling.
 - Preparation of Bank Documents for Financial Facility.
 - Preparation and Submission of RBI FLA return and SEZ APR.
 - Preparation and submission of Import remittance documentation.
- I had worked as an Accountant at M/s Cotton World, Narol Circle,Ahmedabad since February 2019 to October 2020.
 - Properly maintaining Petty cash
 - Properly handling, monitoring and maintaining day to day accounting transactions.
 - Preparing working for TDS and GST returns.
 - Assisting CA for Completing annual audit and return filling.
- I had worked with Gaurav P. Jain & Associates, CA firm as an Articled Assistant from January 2017 to January 2019.
 - I had worked with Ramanand & Associates, CA firm as an Articled Assistant from January 2016 to January 2017.

Work Experience

- Book Keeping and Verification of Financial Transaction,
- Internal Audit with due compliances and management planning and procedure,
- TDS, Income Tax and Good and Service Tax Return preparation with respect to Rules and Regulations of the respective act,
- Indirect and Direct Taxation Compliance, Consultancy with Professional skepticism during Tax Planning within the curb of the Act.
- Organized Book Keeping and Accounting Management,
- Cost and Stock Verification, Documentation and Compliances Management,

- Account Finalization and Tax Audit, IT return preparation.
- **Auditing:**
Handling total planning & managing all activities for ensuring satisfactory completion of internal, statutory and external audits within time,
Statutory audit of State Bank of India
Internal Audits (SOP Audit of Big Bazar, Food Bazar, FBB of Future Group)
Concurrent Audit (Indian Bank)
- **Accounting services:**
Prepared financial statements in accordance with Schedule III requirements of Companies Act and maintaining books of accounts in computerized form. Made various reconciliation statements like banks, debtors, creditors etc.
Theoretical knowledge of Indian Accounting Standards.
- **Taxation:**
Preparing and online Filing of Income Tax Returns and GST Returns.
Monthly and Quarterly GST returns and workings.

Co-curricular activities

- Sporting Activities like Cricket, Badminton, and Volley Ball.
- Successfully completed ITT and Advanced ITT training Conducted by ICAI.
- Successfully completed MCS Course Conducted by ICAI.
- Successfully completed MS-CIT course.

Personal Strength

- Good Analytical skills, hardworking, capacity to work in adverse conditions.
- Willingness to learn and put learning into practice.

System Proficiency

- Working knowledge of other MS Office Applications like Word, Excel and Power Point.
- Working knowledge of Accounting Software like Tally & Tally Prime, Basic Knowledge of Comtek and PMS
- Working knowledge of Genius and Winman Package Software.
- Working knowledge of Sensys TDS/TCS Software.

Personal Details

- Fathers Name : Mr. Shivcharan Rinva
- Date of Birth : 20th Dec. 1994
- Language known : Hindi, English & Marathi
- Correspondence Address : 302, B-Wing, New Gulmohar Bldg.
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