

CURRICULLUM VITAE

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CAREER OBJECTIVE:

To work for an organization that helps to enhance my skills and provides a conducive work environment to contribute towards the success and growth of the organization.

EDUCATIONAL QUALIFICATION

Course	Institution	Month & Year of Passing
B.Com	Narsee Monjee College, Vile Parle (Mumbai University)	March 2008
Chartered Accountant	The Institute of Chartered Accountants of India (ICAI)	Nov 2011

WORK EXPERIENCE

1. Dubai Health Authority- Senior Accountant- Finance- (August 30, 2020 to present)

- Perform General ledger closing for Fixed assets, expenses and leases.
- Preparation of day to day analysis of General ledger entries and suggesting an action plan for clearing, capitalizing and expensing out the entries.
- Passing of adjustment, correction and manual Journal entries in system (ORACLE) on day to day basis.
- Practical knowledge of working on International Public Sector Accounting Standards (IPSAS) and implementing the same in the daily activities.
- Preparation of presentations for Higher management on core working areas and decisions.

2. Benchmatrix DWC LLC -Dubai – Assistant Manager (December 04, 2017 to March 31, 2020)

Handled Internal Audits, Financial Analysis and provided Consultancy and Advisory services to **Gargash Group (Automotive, Retail, FMCG, Real Estate, Trading and Investments)**:

- Compliance Audit – **Daman Securities**
- Asset management Internal Audit – **Daman Investments**
- Finance Audit- **Gargash Real Estate Vertical**
- Finance Internal Audit finalization, Purchases and Procurement Audit, Sales and Disposals, Warehouse Activities and Overall Compliance of Standard Operating Policies and Procedures and Regulations Internal Audit, Payroll and Administration Audit– **Shiffa Skincare Cosmetics Dubai LLC (FMCG Company)**
- Human Resources Internal Audit – **Daman Investments**
- Overall Finance Audit – **Gargash Enterprises- Automotive Division (Mercedes Benz)**
- Lease Deeds checking and Finance Audit – **Gargash Real Estate**
- Business Corporate review and Finance Audit -**Finasi LLC, Finasi Medical LLC and Finasi Furniture LLC**
- Risk Assessments of all functions – **All Group Companies of Gargash Enterprises**
- Preparation of Standard Operating Policies and Procedures – **Gargash Enterprises -Finance and Gargash Enterprises - Real Estate Vertical**

3. Deloitte & Touche- Middle East- Dubai office- Experienced Associate – October 16, 2016 to November 6, 2017

- Handled statutory audits as a field senior for various industries all over Dubai including Services, Entertainment, FMCG, Retail, Medical Logistics, DFSA, Real Estate and Rental.
- Worked for IFRS reporting, Group reporting and Consolidation of statutory audits.

4. Prudential Global Services Private Limited- Assistant Manager – March 9, 2015 to March 9, 2016

- Worked in the UK **Financial Accounting** team in **preparation of Financial Information** for inclusion in accounts, accounting and Statutory Requirements of Prudential Capital Plc – UK.
- Performed Accounting of Investments in Bonds, Gilts, Gilt DBV, Deposits, Commercial Papers, UK Treasury Bills, Spot and Forward Contracts, Currency and Interest Rate Swaps, Intercompany Loans, Valuation of Bonds, other Financial instruments, Expenses and Fixed Assets.
- Keeping the Financials and Financial information up to date according to standards of UK GAAP as well as IFRS.
- Preparation of Standard Policies and Procedures for performing the processes of the Company.
- Provided training to juniors on all the major processes and accounting of products.
- Travelled to London, Paris and Glasgow Offices in August 2015 for a series of business meetings, understanding of new processes and suggesting improvements in the existing processes for better preparation and presentation of Financial Information.

5. Deloitte Haskins & Sells – India (Mumbai office) Deputy Manager – April 07, 2008 to February 16, 2015

- Handled Statutory Audits, Limited reviews and Tax audits for all audits of various industries including Advertising, Investments, Entertainment, Retail, Insurance, Medical and Pharmaceuticals and Services
- Travelled to Canada in November 2014 for Mid –term review of Financials of Tata Consultancy Services Canada Inc.
- Participation in Finalization of Accounts and Audit.
- Performed Valuation of Fixed assets and other Assets, calculation and verification of depreciation and proper presentation in the books of Accounts according to Standards of Accounting.
- Worked as an Audit in-charge for most of the audits.
- Performed Certification work for clients for registration for compliance with RBI guidelines.
- Performing various aspects of statutory audit in accordance with the Companies Act & Accounting & Auditing Standards issued by the ICAI, SEBI guidelines, Revised Schedule VI disclosure requirements, USGAAP requirements.

COMPUTER TRAINING AND OTHER SKILLS

- Computer training course as per requirement of Institute of Chartered Accountants of India (ICAI) completed in August 2007.
- Proficient in MS OFFICE, TALLY, SAP, Foxpro, C++. Reasonably good working knowledge of SAP.
- Successfully completed General Management and Communications Skills (GMCS) course conducted by ICAI.

STRENGTHS

- Honest, hardworking and team player.
- Focus on details, statutory compliances, reporting requirements and am committed to get the job done.
- Good listening, strong time management effective communication skills and efficient inter-personal relationships.
- Positive Attitude, innovative approach and curiosity to learn new things.

PERSONAL PROFILE

- **Date of Birth** : August 16, 1987
- **Marital Status** : Married
- **Language proficiency** : English, Hindi, Gujarati, Marathi, French

- **Interpersonal skills** : Work experience in various areas during auditing and travel to various countries gave exposure to variety of working environment and people from various cultures also giving valuable insight into business structure.