

Resume

Nai Mayurbhai Hasmukhbhai

L-259, Sarvoday Society,
B/H. Apanaghar Society,
Nandelav Road,
Bharuch 392001, Gujarat.

Mo: 9537307956, 7990181481

Email: nai.mayur.07@gmail.com

Date: / / 2024

Dear Sir or Madam

Re: Head of Accounts & Finance.

I have achieved a solid foundation of knowledge in my career of accounting, I am interested in furthering my understanding by seeking new challenges in the accounting field. I would like to express my interest in consideration for a position at your company and have enclosed a resume for your review and consideration.

I have experience in all of the areas encompassed by this role through both work and study, including accounts payable, accounts receivable, bank account reconciliations, statutory account preparation, cost account and tax compliance, including BAS, GST, TDS, payroll tax and budgets. I am adept at identifying cost-saving opportunities, implementing cost control measures, and ensuring compliance with financial regulations.

In addition, I bring a wealth of other essential skills and qualities that I have developed through study and various work experience: teamwork and communication, time management, attention to detail, presentation skills, customer service and the ability to meet deadlines.

During my university studies I demonstrated my ability and energy in maintaining accounting-related employment while studying full time. I believe that with my positive attitude and strong work ethic, I would be a great fit for the advertised position.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

I am confident that my strong analytical skills, attention to detail, and ability to work collaboratively make me an ideal candidate for the HOD of Accounts & Finance position. I am excited about the opportunity to contribute to your team and help drive financial success.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience align with your company's needs in more detail. I have attached my resume for your review.

Please feel free to contact me at your convenience.

Kind Regards,

M.H.Nai

[Mayur H. Nai]

Mayur Nai

Address: L-259, Sarvoday Society, B/h. Apanaghar Society, Nandelav Road, Bharuch-392001.

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Job Objective

The Head of Finance and Accounting is in charge of all accounting activities of both financial and managing nature. The Head of Finance and Accounting covers all areas of operations, guarantees that financial controls are sustained, produces timely financial statements and performance reports and assists departments with their annual budgets, reviews, and internal controls.

Career Profile

- A detail oriented professional with excellent knowledge of accounts possesses rich experience of 14+ years of experience in financial planning, analysis and accounting principles GAAP.
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.

Educational Qualifications

Year	Education	School/College	Board/University	Mark/Score
2013	M.Com	M.K. College of Commerce	VNSGU	51.66 %
2010	B.Com	M.K. College of Commerce	VNSGU	53.44 %
2008	D.C.A.	M.K. College of Commerce	VNSGU	51.51 %
2007	H.S.C.	Smt. V.K. Zaveri Sadhana High School, Bharuch	G.S.H.S.E.B.	59.43 %
2005	S.S.C.	The Progressive High School, Bharuch	G.S.H.S.E.B.	56.29 %

Co-curricular and Extra Curricular Activities

Year	Experience
2013	M.Com with Second Class at M.K. College of Commerce, Bharuch. <i>“Accounting is a main Subject”</i>
2010	B. Com with Second Class at M.K. College of Commerce, Bharuch. <i>“Accounting & Auditing is a Principle Subject”</i>
2009	Project at Bharuch District Cooperative Milk Prod. Union Ltd. (Dudh-Dhara Dairy), Bharuch. <i>“Process of Union Ltd. & Work of Union Ltd.”</i>
2008	D.C.A. with Second Class at M.K. College of Commerce, Bharuch <i>“Microsoft Visual Basic is a main Subject”</i>

Experience

➤ *May. 2023 – Till Date*

Head of Accounts & Finance, Shree Datta Engineers Pvt. Ltd., Bharuch.

❖ **Key Responsibilities Handled:**

- Develops, supervises and implements all relevant policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner.
- Supervises the work of the accounting team, ensures compliance with laws and Order's policies and provides direct and indirect feedback to ensure that work is carried out in an efficient way.
- Advises team members on their performance within the accounting department and on their career, progression prospects within the department.
- Investigates and resolves workplace issues, ensuring the overall wellbeing of employees and providing a safe work environment free from discrimination and harassment.
- Contributes to the identification of gaps in the Department for continuous improvement of the Order. Works towards improving and developing their skills.
- Manages, supervises and provides guidance to employees within the Finance and Accounting Department.
- Conducts all necessary training to keep the accounting team's skills and knowledge up to date.
- Plans, controls and implements the annual budgeting process.
- Supervises the preparation of profit and cash flow forecasts, analyses and reports.
- Supervises the preparation of quarterly management and year-end accounts.
- Prepares monthly/quarterly management reports and accounts ensuring they are produced on a timely basis (include KPI reports, budget, variance analysis, statistical data, and trends).
- Coordinates between the different sections within the Department to complete assigned accounting tasks within deadlines.
- Generates financial reports.
- Analyses financial discrepancies and recommends effective solutions.
- Monitors expenditures, analyzes revenues and determines budget variances.
- Assists in auditing activities by providing the necessary information.
- Ensures that all necessary documents are always requested, collected and compiled in a timely manner.
- Monitors financial transactions and ensures compliance with the Order's policies and procedures.
- Maintains compliance with all international and local regulations.
- Maintains highly organized and updated files.
- Attends training regarding accounting standards and bookkeeping and provides training to more junior accountants through conferences, seminars, and workshops.
- Ensures all accounting tasks and transactions are completed in a timely manner.
- Timeliness and accuracy of management reporting.
- 360 degrees survey results.
- Smooth communication with Heads of Sections within the Department.

➤ *Sep. 2019 – May 2023*

Head of Accounts & Finance, Metal Fass Inc., Bharuch.

➤ *Mar. 2018 – Aug. 2019*

Executive of Accounts, SKUMARS NATIONWIDE LTD., Jhagadia.

➤ *Jul. 2017 – Dec. 2017*

Accountant, V.C. SHAHPATEL SERVICE PVT. LTD., Bharuch.

➤ *Mar. 2016 – Mar. 2017*

Assistant of Administrative, Shroff S. R. Rotary Institute of Chemical Technology (SRICT), Vataria.

➤ *Sep. 2012 – Mar. 2016*

Assistant of Administration, P. M. Agency, Bharuch.

➤ *Apr. 2010 – Apr. 2012*

Assistant of Accountant, Saurabh Shah & Associates, Pritam Society - 1, Bharuch.

Area of Interest in Accounts Skills

- Excellent IFRS and accounting knowledge & mathematical skills.
- Accounting Taxation & Statutory Compliances.
- Accounts Payable & Receivables Management.
- Budgeting, Cost control, Data analysis, Pricing strategies, Cost standards, Overhead costs & Efficiency: Implementing cost accounting improvements and other financial strategies to increase a company's efficiency.
- ROC Related work: ROC Annual Return, Cost Audit Report & Compliance Certificate.
- Preparing Financial Status Reports with Balance Sheet Management.
- Finalization of Accounting & Taxation.

Software skills

- Well versed with Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows and Microsoft Office.
- Experienced in working on Oracle, Tally ERP 9 & Tally Prime.
- Excellent computer literacy
- Overview of SAP.
- Internet Savvy.

Personal Details

Name:	Nai Mayurbhai Hasmukhbhai	BirthDate:	07 th November 1989
Address:	L-259, Sarvodaya Society, B/H. Apanaghar Society, Nandelav Road, Bharuch 392001.	MaritalStatus:	Unmarried
ContactNo.:	9537307956, 7990181481	Nationality:	Indian
EmailID:	nai.mayur.07@gmail.com	LanguageProficiency:	Gujarati, Hindi, English
		Hobbies:	Reading, Running, Yoga

References

Mr. Saurabh Shah
Tax Consultant

Mr. Jatin Padiya
Owner of P.M. Agency

Mr. Vinay Kansara
Tax Consultant

Declaration

- I hereby declare that the information furnished above is true to the best of my knowledge.

Sincerely,

M.H.Nai

[Mayur H. Nai]