

# DILEEP KUMAR GUJJARLAPUDI

CA - CMA - DIP-IFRS - B.COM - SENIOR ASSOCIATE



## CONTACTS

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## ABOUT ME

Finance Professional offering over 5+ years of experience, currently working with Kothari Auditors & Accountants as senior auditor. Profile

- Experienced in Auditing, Financial Accounting, Cash flow management, Negotiation, Investment, Direct & Indirect taxes and MIS reporting.
- A strong team leader/player, training, guiding and motivating teams of professionals towards maximum productivity.
- Excellent interpersonal skills with ability to liaise with people at any level of business, cultures and management.

## WORK EXPERIENCE

### SENIOR AUDIT ASSOCIATE

*Kothari Auditors & Accountants , Sharjah*

OCT - 2019

PRESENT

#### Key deliverables:

#### Audit & accounting:

- Been actively involved in the risk assessment, planning, execution and finalization of audits of clients.
- Evaluating effectiveness of internal controls.
- Effectively managing audit processes considering audit risk.
- Identified audit risks are escalated to the management on the basis of materiality.
- Ensure assigned work is completed within agreed time frames and carried out as per approved methodologies and standards.
- Leverage knowledge and contribute to proper knowledge management within the department.
- Preparing working papers, reports and supporting documentation for audit findings. Input financial data and draft audit reports using Case ware working papers.
- Review of audit report & financial statements prepared by junior associates.
- Engaging clients and adding value in key areas to improve clients' business processes.
- Assist the management of resource allocation for the audit department.
- Perform complex general accounting functions, including closure journal entries, GL scrutiny.
- Review of books of accounts prepared by the accounting team and flag of any exceptions etc.

Core Competencies include:

- Auditing
- Taxation
- Internal audit
- Profitability analysis
- Variance analysis
- Cash flow management
- Financial accounting
- Mutual fund investment
- Developing SOP's.
- MIS reporting

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## SKILLS

Working knowledge in Tally, SAP, Ace ERP, PACT and Focus accounting software's.

Well versed with MS Excel, word and power point.

Working knowledge in audit software caseware working papers

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## EDUCATION

### CHARTERED ACCOUNTANT (CA)

*Institute Of Chartered  
Accountants Of India , India*

### COST MANAGEMENT ACCOUNTANT (CMA)

*Institute Of Cost Accountants  
Of India, India*

### BACHELOR OF COMMERCE (B.COM)

*Indira Gandhi National Open  
University , India*

### VAT Compliance:

- Verifying documentation and computation of tax liability.
- Annual reconciliation of the information submitted to the tax authorities with books of accounts.
- Submitted VAT returns for the entities across the industries which includes Trading, Manufacturing, Service etc.

### ASSOCIATE MANAGER FINANCE

*ITC LIMITED AGRIBUSINESS DIVISION, Guntur, India*

NOV - 2018

MAY - 2019

### Key areas of work:

#### Audits

#### Statutory audits:

- To handle preparation, finalization and Audit of division's financial statements as per applicable statutory compliances.

#### Tax Audit:

- To review and finalize all the annexures for tax audit for the division and addressing the queries of auditors.

#### Financial Accounting & Accounts payable:

- Managing month end closing and reporting activities, following up actions for financial performance.
- Ensure controls in place and functioning for financial reporting.
- Ensure that all periodic reports, reviews are prepared to facilitate corrective actions, scope for process improvements and to implement new controls which mitigate the risks and possibility of frauds in the Division & review of journal vouchers at divisional level every month.
- Handling payments of more than 400 vendors of the entity & prompt payment of statutory dues.

#### Analysis & MIS:

- To ensure preparation and review of additional annexures/information relating to management committee and corporate office which includes report back on utilization of related party transaction limits, variance analysis of financial statements, margin and ratio analysis of the division.

#### Investment:

- Involved in investment of Rs. 30 Millions in mutual funds markets including liquidation of the same.
- Continuous monitoring of market trends, building relation and liaisoning with investment companies.

## INTERMEDIATE [11TH & 12TH STANDARD]

Board Of Intermediate  
Education, AP, Andhra  
Pradesh, India

## DIPLOMA IN IFRS

Association Of Chartered  
Certified Accountants, UK

## PERSONAL DETAILS

Date Of Birth  
15/05/1993

Nationality  
Indian

Visa Status  
Employee

Marital Status  
Single

### Taxation and statutory compliance:

- Ensuring compliance with Income tax, Service tax, GST etc.
- Addressing direct tax issues for entire division and handling replies to notices received from statutory bodies. Updating and guiding the team and units relating to all the changes in taxation.
- Filing of GST return & income tax return for an associate company of ITC.

### Related Party Transactions:

- Ensuring the statutory compliance in relation to transactions with related parties.
- Preparation of budget for related party transactions for the division and get it approved from audit committee at board meeting. Preparation and review of variance analysis of RPT budget with actual periodically.

### ARTICLE TRAINEE & SENIOR AUDIT ASSISTANT

MAR - 2014  
NOV - 2018

S.C.Bichhawat & CO

- My Articleship training experience gave me exposure into multiple industries namely; Manufacturing, trading, retail and Transportation etc.
- Understanding business practices and policies of different clients and industries.
- Statutory, Tax audit & Internal audits of various entities.
- Review and finalization of financial statements of various clients.
- Introduced weekly knowledge enhancement program to share fellow trainee's and audit manager's knowledge & experience.
- Filing of income tax returns, TDS returns, Service tax returns and AOC forms with MCA for various clients.

## LANGUAGES

English

Telugu

Hindi

Tamil