



Murtaza Aliasger Battiwala  
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### **ACCOUNTING & AUDITING**

Offering about 8 years of Experience in the field of Finance/Accounting/Auditing of Trade and Manufacturing Sector Companies.

### **AREAS OF STRENGTHS**

\*Accounts/Finance    \*Credit Control    \*Audit    \*Finalization of accounts

<b><u>CAREER OBJECTIVE</u></b>	To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at workplace and to serve the organization with positive attitude and efficiency.
<b><u>EDUCATIONAL QUALIFICATION</u></b>	<p><b><i><u>The Institute of Chartered Accountants of India (ICAI)</u></i></b>  <b><i><u>Chartered Accountancy Course</u></i></b></p> <ul style="list-style-type: none"> <li>❖ Common Proficiency Test (CPT), June 2008.</li> <li>❖ Professional Competence Examination (PCE), Nov. 2011.</li> <li>❖ Final Examination-Group-I, May. 2014.</li> </ul> <p><i>Highly professional course by ICAI which enabled me to develop:</i></p> <ul style="list-style-type: none"> <li>• Competence to professional body standards in Auditing &amp; Finance.</li> <li>• Excellent working knowledge of Auditing, Accounting &amp; Finance.</li> <li>• Ability to handle the various assignments single handedly.</li> </ul> <p><i>In addition, I have achieved:</i></p> <ul style="list-style-type: none"> <li>• Successfully completed 100 hours of Information Technology Training Course conducted by the Institute.</li> <li>• Successfully completed 3½ years of Internship under a well-known Chartered Accountant Firm.</li> </ul> <p><b><i><u>Graduation and the Academy High School</u></i></b></p> <ul style="list-style-type: none"> <li>❖ B.Com. Nagpur University, 2008-2011.</li> <li>❖ H.S.C. (Commerce), G.S. College of Commerce &amp; Economics, State Board of Maharashtra, 2008.</li> <li>❖ S.S.C., Indian Certificate of Secondary Education, 2006.</li> </ul>

<b><u>PROFESSIONAL WORK &amp; EXPERIENCE</u></b>	<p><b><u>Current Workplace:</u></b></p> <p><b><u>SOAPS &amp; CHEMICALS INDUSTRIAL TRADING CO.-SCITRA LLC, ALBATHA GROUP</u></b></p> <p><b><u>CREDIT CONTROLLER (APRIL 2015 TO PRESENT)</u></b></p> <p>Based in the UAE, Scitra is the GCC's market-leading contract manufacturer of home and personal care products.</p> <p><b><u>Credit Controller:</u></b></p> <p>Managing full account receivable area with directly reporting to Financial Controller:</p> <ul style="list-style-type: none"> <li>• Formulating and implementing company credit control policy, procedures and strategies.</li> <li>• Handling &amp; controlling 4 companies receivable accounts comprising of over 200 customers with average book value of over AED 100 million.</li> <li>• Assessing risk and setting credit limits for new customers.</li> <li>• Exercising control of customers' terms of sale and terms of payment in line with credit policy.</li> <li>• Ensuring timely payment collection from all customers while maintaining the already existing good relationships with our customers.</li> <li>• Performing day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data.</li> <li>• Ensuring timely resolution of queries, disputes, missed invoices, accounting errors and adjustments.</li> <li>• Evaluate all relevant data using SAP and resources to provide accurate response and reconciled items to the clients.</li> <li>• Working with sales team to support their business development activities.</li> <li>• Analyzing customer requests for credit, assigning credit lines and making credit recommendations in accordance with policies and guidelines.</li> <li>• Analyzing credit data for both new and existing customers.</li> <li>• Working closely with the sales team and assist with customer inquiries related to billing and/or collections matters in a timely manner.</li> <li>• Establishing and maintaining positive relationships and opening communication with all departments in the sales workflow process.</li> <li>• Maintaining complete, accurate and efficient customer credit files.</li> <li>• Assisting in the final review of customer accounts and preparing the annual assessment for all customers.</li> <li>• Organizing adequate reporting with sound analysis.</li> <li>• Playing an active role within the organization to ensure improving cash flow and meet receivable targets.</li> <li>• Handling ledger size of AED 100M, with 10% aged debt.</li> <li>• Developing effective collection processes through coordinating with related department.</li> <li>• Maintaining customer master file and verify accuracy of customer account information.</li> <li>• Preparing Sales report on a weekly basis and share with the management &amp; sales team.</li> <li>• Checking the LC draft before the transmission of LC by the clients.</li> <li>• Preparing LC documents in adherence with terms &amp; condition of LC and submission to</li> </ul>
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	<p>bank for payment collection.</p> <ul style="list-style-type: none"> <li>• Preparing Export documents for collection and submission to the banks.</li> <li>• Working closely with the banks while maintaining the good relationship with them to ensure the smooth working of business and quickly resolving any incoming payment queries.</li> <li>• Supporting the finance department in efficient month and year end closing with presentation of MIS reports within the timeframe.</li> </ul> <p>In Addition,</p> <ul style="list-style-type: none"> <li>• Maintaining the Vehicle register of the company and ensuring the timely renewal of vehicle insurance and registration using the online services provided by RTA.</li> </ul> <p>Effectively involved in annual stock taking and ensuring the accurate stock counting with variances, if any reporting to the management.</p> <p><b><u>Workplace:</u></b></p> <p><b>M/S C. N. Patel &amp; Co., Chartered Accountants</b> (August 2008 to February 2012)</p> <p><b>M/S Shabbir Bohra &amp; Co., Chartered Accountants</b> (March 2012 to July 2012)</p> <p><b><u>Article Assistant</u></b></p> <p>Functioned as team member and carried out the various audit of the following clients:</p> <p><b><u>PUBLIC &amp; PRIVATE SECTOR AUDITS</u></b></p> <ul style="list-style-type: none"> <li>• Cement Carriers (Transportation &amp; Logistic services)</li> <li>• Maharashtra State Electricity Distribution Co. Ltd.</li> <li>• Nityanand Udyog Pvt. Ltd. (Manufacturer of Accessories of arms &amp; ammunitions, Railway items &amp; other plastic products)</li> <li>• Navnit Cars Pvt Ltd. (Skoda)</li> <li>• Awachat Industries Ltd. (Agriculture implements &amp; Fabrication work)</li> <li>• Spacewood Furnishers Pvt. Ltd. (Manufacturer of furniture &amp; modular kitchens)</li> <li>• Western Coalfield Ltd. (Wages and Salary Audit)</li> <li>• The New India Assurance Co. Limited</li> <li>• Union Bank of India.</li> <li>• Allahabad Bank</li> <li>• Chandrapur District Central Cooperative Bank Ltd.</li> </ul> <p>Done the Statutory Audit and Internal Audit of the above clients.</p> <ul style="list-style-type: none"> <li>➤ Checking the Internal Controls to put a reliance on system.</li> <li>➤ Identifying the conformance to system and establishing the audit procedure accordingly.</li> <li>➤ Analysis of draft financial statements and notes to accounts.</li> <li>➤ Reviewing the wages and salaries of the employees, its salary structures and deduction of advances and leaves from Employees pay rolls and master files.</li> </ul>
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- Reviewing the compliance report.
- Timely calculation and deposit of Tax Deducted at source.
- Tax audit in accordance with Income Tax Act 1961.
- Statutory audit in accordance with Companies Act 1956 and in accordance with Standards on Auditing (SA).
- Checking and preparing Bank reconciliation statement.

**M/S Shabbir Bohra & Co., Chartered Accountants** (July 2012 to September 2014)

One of the medium sized Chartered Accountant firm providing various taxation and accounting services.

**Senior Audit Assistant**

Done Tax audit, Statutory audit, Bank audit, Internal audit, VAT audit & Stock audit & accounting up to finalization of various clients.

- Done the VAT audit and Stock audit of various entities single handedly.
- Has leaded the team in various Bank audit and guided the team members up to the finalization of audit.
- Physical stock takes and valuation as on the year end in accordance with Accounting Standard issued by ICAI.
- Has prepared Income Tax Returns and e-filing of the return of various clients.
- Effectively involved in the discussion related to the audit findings with entity management.
- Has done the accounting of various clients up to finalization.

**Has done the audit of following clients: -**

- Chanvim Plastics Pvt. Ltd. (Manufacturer of plastic Injection molded items)
- Kale Gas Company (Gas Cylinders & LPG Agent)
- Sun Enviro Technologies Pvt. Ltd. (Consultancy firm and turnkey project suppliers of effluent treatment plants)
- Astral Informatics Pvt. Ltd. (Seller of HP large format printers & EPSON Stylus pro printers)
- GTN Industries (Manufacturer of cotton yarn and fabrics)
- Mandhana Medicos (Chemist & Druggist)
- Bank of India
- Central Bank of India.

**Has done the accounting work of following clients: -**

- Hindustan Machineries
- Vidarbha Economic Development (VED)

<b><u>EXTRA CURRICULAM</u></b>	<ul style="list-style-type: none"> <li>• Cycle Race (20Kms) Intra Community Level- (By Youth Organization Committee)</li> <li>• Cricket Tournament (member of winner team)- Intra Community level- (By Youth Organization Committee)</li> </ul>
<b><u>COMPUTER PROFICIENCY</u></b>	<ul style="list-style-type: none"> <li>• Information Technology Course from ICAI.</li> <li>• Working knowledge regarding application package Tally, ERP and Lighthouse.</li> <li>• Currently using SAP FICO &amp; SD.</li> </ul>
<b><u>PERSONAL DETAILS</u></b>	<ul style="list-style-type: none"> <li>• Date of Birth: 2<sup>nd</sup> November 1988</li> <li>• Father's name: Mr. Aliasger Abbas Battiwala</li> <li>• Father's Occupation: Retired</li> <li>• Languages known: English, Hindi, Gujarati, Urdu</li> <li>• Nationality: Indian</li> <li>• Present address: Sharjah (UAE)</li> <li>• Passport: YES</li> </ul>