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| **Nitin H. Majithia** **Finance Management Professional****Mobile:** +97155-2687051 **E-mail:** nitin\_majithia@hotmail.com  |  |
| **Profile Summary**Seasoned Chartered Accountant with more than 25 years of outstanding work experience within diversified multinational companies. Proven track record in finance management-control, budgeting, costing, accounting, auditing, cash management, liaising with banks, taxation, MIS reporting, general administration, staff supervision and client relations. Possess strong commitment, capacity to drive efficiency and financial performance with excellent communication, analytical, problem solving, organizational, coordination and interpersonal skills. Highly proficient in using customized accounting packages: Tally, Q Pro, Ws7, Visual ACE Gold ERP package .  | **Strengths**  |
|  | * Certified CA with Gulf Experience
* Expertise in Finance Management & Controlling
* Strong Auditing Orientation
* Budgeting – Forecasting – Analysis - Reporting
* Compliance to Statutory & IFRS Standards
* Analytical skills with keen eye for details
* Solid Management & Leadership skills
* Adept in using various Accounting software
* Commitment to Service Excellence
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| **Qualifications** |
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| **Chartered Accountant,** Institute of Chartered Accountants of India (ICA) | **1986** |
| **Bachelor of Commerce,** Bombay University, India | **1982** |
| **CPA Examination (Appeared),** Denver Colorado, USA*Mark Obtained: 73 % (Audit 68%, Law 68%, FARE 73% & ARE 83%)* | **2003** |
| **Career Snapshot**  |
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| Head of Finance, Pastry and Restaurant, UAE | **June 2017 – Present** |
| Finance Controller, Tailoring House, UAE | **Nov 2012 – June 2017** |
| Finance Controller, Samra Jewellers Group, UAE | **Jan 2009- Oct 2012** |
| Financial Controller, Golden Tulip Hotel Nizwa, Oman | **Aug 2007 – Dec 2008** |
| **Finance & Accounts Manager,** Shah Granites Pvt. Ltd., India | **Aug 2005 – Aug 2007** |
| **Deputy General Manager – Finance & Accounts,** Brinks Arya India Pvt. Ltd., India | **May 2000 – Aug 2005** |
| **Accounts Manager,** Valley View Resort Mahableshwar, India | **May 1989 – Oct 1999** |
| **Accounts Manager,** Creative Garments, India | **Oct 1987 – Apr 1989** |

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| **Achievements** |  |
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| * Gained comprehensive knowledge in understanding the entire flow of business, finance and accounts management, auditing, documentation needs and reporting.
* Contributed to present and previous companies in safeguarding finances by preparing accurate financial reports, ensuring reliability, worthiness and conformance with set policy and standards.
* Remarkably established managerial skills and attained proficiency in analysing issues in the field of accounting and financial operations.
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| **Areas of Expertise** |
| **Financial Management, Controlling & Accounting** * Highly experienced in consolidating financial statement and other management reports and handling complete books of accounts independently up to completion with zero error tolerance.
* Manage financial planning, budgeting and cost analysis; implement cost control measures and liaise with bankers and auditors.
* Direct business with the latest details through Balanced Scorecard, Dashboards, flash reports and MIS.
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| **Cont’d...*** Analyze business operations, trends, costs, revenues, financial commitments and obligations as well as new ventures, to project future revenues and expenses or to provide any other advice.
* Implement financial procedures, cash cycle management, internal financial controls and costing.
* Skilled in directing operational - financial audits that summarizes organization's financial position; manage audit -tax related issues.
* Prepare income statements, monitor financial transactions and enter to accounting system.
* Classify and maintain monthly balance sheets, financial statements and quarterly reports.
* Develop financial forecast for capital budgeting, AR/AP, cost accounting systems, fixed assets ledger and capital expenditure.
* Capable to manage human resources to attain set target and objectives; lead, motivate and provide direction to professional team and support staffs.
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| **General Management (Administration & Operation)*** Direct company’s financial and budget activities to fund operations, increase investments and efficiency.
* Actively take part in carrying out group policies and procedures; help in continually reviewing and setting up improvements to current procedures.
* Uphold constant communication with internal departments and keeping track on various correspondences and office communications to ensure smooth office operations.
* Coordinate with banks, auditors, clients, government authorities and all third parties dealing with the company and keep strong rapport with the same.
* Review financial statements, sales and activity reports and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
* Manage staff, prepare work schedules and assign specific duties.
* Set up work environment to heighten employee potential, productivity and retention.
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| **Proven Job Role** |
| Head of Finance, Pastry and Restaurant Dubai UAE *Group from Indonesia engage in pastry and Restaurant Business* * Directly reporting to CEO and Chairman of the company whilst spearheading Finance & Accounts Department.
* Managed whole gamut of finance, accounts and banking activities; handling of accounts up to finalization, compilation of data, financial statement preparation, MIS reporting, negotiating with banks, among others.
* Generating daily, monthly and yearly Finance& Accounts reports used by management in decision making.
* Carry out internal and external audit. Also, liaising with internal/external auditors.
* Observing legal and statutory compliance with Dubai Economic Department / Free Zone.

Finance Controller, Tailoring House Dubai UAE *Men Wearing Fashion House with 4 Outlets** Directly reporting to Chairman of the company whilst spearheading Finance & Accounts Department.
* Managed whole gamut of finance, accounts and banking activities; consolidating Group’s financial accounts, handling of accounts up to finalization, compilation of data, financial statement preparation, MIS reporting, negotiating with banks, among others.
* Generating daily, monthly and yearly Finance& Accounts reports used by management in decision making.
* Performing Comprehensive Financial Analysis of companies through comparison of profitability among financial periods, ratio analysis and assessment of performance in contrast with other organizations working in the same industry or trade.
* Carry out internal and external audit. Also, liaising with internal/external auditors.
* Observing legal and statutory compliance with Dubai Economic Department / Free Zone (DMCC).
* Providing advice in development of in-house Accounting Software.
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| **Cont’d...**Finance Controller, Samra Jewellers Group *Manufacturing and trading company for real diamonds and gold jewelleries.* * Directly reporting to Chairman of the company whilst spearheading Finance & Accounts Department.
* Managed whole gamut of finance, accounts and banking activities; consolidating Group’s financial accounts, handling of accounts up to finalization, compilation of data, financial statement preparation, MIS reporting, negotiating with banks, among others.
* Generating daily, monthly and yearly Finance& Accounts reports used by management in decision making.
* Performing Comprehensive Financial Analysis of companies through comparison of profitability among financial periods, ratio analysis and assessment of performance in contrast with other organizations working in the same industry or trade.
* Carry out internal and external audit. Also, liaising with internal/external auditors.
* Observing legal and statutory compliance with Dubai Economic Department / Free Zone (DMCC).
* Providing advice in development of in-house Accounting Software.

Financial Controller, Golden Tulip Hotel Nizwa *A 4 Star Hotel that takes pride of its 120 rooms and 6 outlets. The company is listed on Muscat Stock Exchange.** Reported to Board of Directors and Audit Committee having full responsibility with Finance & Accounts, Stores, and Purchase departments.
* Took part in managing entire hotel as member of Core Senior Management Team.
* Handled finalization of annual accounts, budgeting, implementation of budgetary control, costing, business planning, taxation, internal/external auditing, negotiating with banks, preparation of financial statements, reporting and report presentation among many others.
* Supervised and coordinated Due Diligence, Valuation, Merger & Acquisition, Purchase Price Allocation and formation of new company.
* Uphold legal compliance with Companies Act, Taxation and requirement of Muscat Security Exchange.
* System Administrator and controller of software/hardware.
* Monitored, trained, reviewed and assessed subordinates’ work performance.

**Finance & Accounts Manager,** Shah Granites Pvt. Ltd.*A leading fit out contracting company in Mumbai with more than 15 sites all over India.* * Spearheaded Finance and Accounts Department including implementation of new Tally ERP System.
* Trained, administered, reviewed and appraised subordinates' works.
* Handled preparation and submission of management reports.
* Obtained audited financials from statutory auditor and finalized the same.
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| **Deputy General Manager – Finance & Accounts,** Brinks Arya India Pvt. Ltd.*Service company that provides secured transportation of valuables and support services to bank. It is a subsidiary of Brinks Inc. USA with 40 branches at multi locations in India.* * Directed preparation of income and service tax returns, appeared before taxation authorities and transferred pricing.
* Oversaw accounts, managed financial statements, finalized annual accounts and prepared management reports through data gathering and compilation.
* Fully supervised Tally 63 packages; rolled over and enforced new accounting system.
* Negotiated with banks and followed up with branches for required data.
* Administered, trained, analyzed and evaluated works of subordinates.
* Finalized and obtained audited financials from statutory auditor.
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| **Accounts Manager,** Vally View Resort Mahableshwar*A group of companies with wide-range of activities: 3 Star Hotel at Mahabaleshwar, manufacturer of ready-to-eat packed foods, retail outlets of Indian foods and sweets, non-banking finance company and real estate developer.** Monitored accounts, finalized financial statements and prepared MIS/ project and management reports.
* Handled direct/ indirect tax, sales tax, income tax, service and luxury tax matters.
* Liaised and negotiated with bank as well as directed budgeting, business planning and cash flow management.

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| **Accounts Manager,** Creative Garments*A group of companies that deals with various activities: manufacturer and exporter of RTW garments, real estate developer, software education institute and non-banking finance organization.** Administered accounts including finalization and financial statement, project / MIS reports preparation.
* Managed direct / indirect tax issues such as sales, VAT and income tax.
* Handled internal control and audit. Likewise facilitated finalization of and obtained audited financials from statutory auditor.
* Coordinated and negotiated with banks about loans as well as on time submission of necessary documents.
* Monitored, assessed and reviewed staffs works.
* Facilitated preparation and presentation of management required reports.
* Deal with company law issues and concerns.
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| **IT Skills** |
| * Well-versed in using customized accounting packages: Tally (4.5, 5.4, 6.3 & 7.2), Q Pro, Ws7, Visual ACE Gold ERP package, Sun tech Jewellery specific package, Hotel Management package.
* Proficient in Ms Office (Word, Excel), E-mail & Internet applications
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| **Personal Details** |
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| Nationality | : | Indian |
| Visa Status | : | Employment Visa |
| Driving License | : | UAE Light Vehicle |
| Languages | : | English, Hindi, Gujarati & Marathi |

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| **Reference** |
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| Furnish promptly upon request with supporting documents |