



# KAPIL JAIN, CA, CMA

CA, US CMA, MASTERS (M.COM)

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## PROFILE SUMMARY

- US CMA and Qualified Chartered Accountant with 7+ years of work experience in various field like Audit, Accounts, **Financial Reporting**, Finance Management, VAT Compliance, ESR Compliance, ICV Certification and General Accounting.
- Working Knowledge of software like Oracle, Tally, MS office and other softwares.
- Demonstrated competencies in the areas of Statutory Audit, Tax Audit, Inventory audit, Direct/Indirect taxation and various certification assignments for **listed** companies in India.
- Played active role in **Oracle ERP** Implementation.
- Desirous for continuous learning with good analytical, problem solving, decision making, communication and time management.

## WORK EXPERIENCE

Al Shafar Interiors Co LLC (Subsidiary of ASGC Group) | Feb 2018 - Nov 2021 | Dubai Accountant

- Preparation of monthly VAT return and submission to group.
- Assisted in FTA VAT Audit to group in submission of various data to authorities and resolving queries of FTA VAT auditor.
- Preparation of **MIS** reports on periodical basis.
- Preparation of financial analysis report for budget vs actual financials on monthly basis.
- Posting of **Closing entries** like Depreciation, Accrual, Prepaid and preparation of schedules.
- Handling Accounts Payable work including posting of expense entries, payments and periodical review of ageing report.
- Automation of fixed asset register from excel to Oracle fixed asset module.
- Responsible for maintaining fixed asset register including classification, addition and retirement of fixed asset, running depreciation and amortization entry on periodical basis.
- Coordinating with Internal and External Auditor.
- Coordinating with certifying body for obtaining ICV certification (In Country Value).
- Worked on improvement of various internal control systems.
- Preparation and processing of Letter of credit.
- Handling of petty cash reimbursement and expense booking.

AS Enterprises | Aug 2016 - Feb 2017 | India Accountant

- Managing Accounts payable and receivable.
- Preparation of financial statements.
- Preparation of aging reports for debtors and creditors for taking decisions.
- Follow up with customers for regular collection.
- Ensuring compliance of all laws and regulation and filling of income tax return, TDS return and VAT return.
- Coordinating with banks and preparation bank reconciliation statements

## CONTACT ME AT

 Dubai, UAE

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## SKILLS SUMMARY

- Financial Reporting
- Auditing
- Budgeting & Cost Analysis
- VAT And ESR
- Project Accounting
- Accounts Payable

## AWARDS RECEIVED

- 📖 1St Rank in BCOM (Accounting & Finance) in Collage
- 📖 Nominated as best employee of the quater
- 📖 Student of the year in School

## IT FORTE

- Oracle
- Tally
- SAP
- MS Office

## LANGUAGES

- English
- Hindi
- Marathi

### PMB And Associates l Dec 2015- Jul 2016 l India Article Assistant

- Preparation of books of accounts of individuals, partnership firms and companies as per Schedule III of Companies Act, 2013.
- Book keeping and maintaining proper records of various assignments.
- Filling of Income tax, TDS and Returns as per due dates of governing law.

### K S Aiyar & CO l Aug 2012- Aug 2015 l India Article Assistant

- Handling Statutory audit, limited review and tax audit of several **listed companies** in the field of construction, hospitality, pharmaceutical, real estate, automobile and electricity generation.
- Major responsibilities include :-
  - Preparation of Audit programme
  - Planning of audit by understanding organisation structure, policies, processes, internal controls, laws and regulation
  - Analysis of general ledger
  - Physical Verification of stock
  - Handled team of 4 members and leading the audit.
  - Ensuring the compliance of Accounting standards, Auditing standards, SEBI Guidelines.
  - Discussion of observations with senior and client.
  - Preparation of audit report as per governing law.

## EDUCATION

The Institute of Chartered Accountants of India  
CA | 2023

Institute of Management Accountants  
US CMA l 2022

University of Mumbai  
Master of Commerce l 2014

University of Mumbai  
Bachelor of Commerce (Accounting and finance) l 2012

### Certification

NISM Research Analyst Certification | 2022

NISM Mutual Fund Certification | 2022