

PRIYANK KAPADIA

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Profile Summary:

- Pro-active and result oriented professional with 10+ years of experience in all aspects of general & management accounting and finance management working with reputable organizations.
- Extensive experience in conceptualizing and implementing financial procedures with working capital management, profit monitoring and building internal financial controls.

Career Objective: Targeting a role in accounting and finance to apply multi-disciplinary knowledge, build reliable processes, and improve internal controls to prevent financial mismanagement.

Professional Experience

Accounts Manager, April 2016 to till date

Dhyan Diam LLC, United Arab Emirates

Significant Achievements:

- Efficiently managed the overall books of accounts, statutory compliances, administered accounts payable, finalization of accounts and monthly & annual compliance under UAE VAT.

Key Responsibilities:

- Finalization of accounts, taxation, audits, MIS reporting, cash flow management.
- VAT compliances – preparing and filing the VAT returns and managing VAT audits conducted by the tax authorities (FTA)
- Liaison with consultants for handling Tax assessments
- Controlling debtor recovery period and ensured the timely collection
- Monitored cash flows on a periodic basis – ensured excess cash, if any are utilised in optimised manner
- Monitored and reconciled inventories on a daily basis

Chief Accountant, Jan 2008 to March 2016

Shivam Exports LLC, Mumbai

Significant Achievements:

- Managed end to end activities under finance department in the organisation.

Key Responsibilities

- Support in finalisation of accounts
- Documentation for short term loans from Banks
- Maintaining Fixed Asset Register and ensure monitoring of Depreciation charge.
- Filing of 15CA and co-ordinate with consultants
- Filing of Income Tax returns and validate Computation.
- Handling the assessment proceedings and submission of details to Dept.
- Handled monthly and annual direct taxes (Income tax and TDS) and indirect taxes (VAT, Service Tax and CST) compliances
- Interfacing with taxation authorities/auditors for timely filing of TDS, Service Tax and Income Tax assessments and filing of various Forms, Returns required under various Statutes
- Monitoring of cash movement within various banks
- Monitored and reconciled inventory levels on a daily basis

Education

- B. Com – Mumbai University in 2009

Personal Details

- Nationality: Indian
- Date of Birth: 27th November 1986
- Language Proficiency: English, Hindi & Gujarati
- Permanent Address: 4 Villa bele view, 30 Avantikabai Gokhale Street, Opera House Mumbai 4004
- Current Address: 402, building no. 4, street 5A, Mankhool, Dubai