

# RESUME

## Prashant Malani

Meena Bazar

Bur Dubai – Dubai (UAE)

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### CAREER OBJECTIVE

“To Pursue A Highly Challenging Career in The Field of Finance, Tax (Vat), Accounts & Audit, Where I Would Apply My Knowledge, Experience and Ideas to Develop High Caliber Professional Skills to Ensure and Emerge as A Good Corporate Professional.”

### AREAS OF WORK

- Financial Management
- MIS | Budgeting
- IFRS
- External Audit
- ERP Implementation
- UAE VAT
- Group Consolidation

### SUMMARY OF EXPERIENCE & QUALIFICATIONS

- Completed CMA Intermediate.
- An Accountant/Auditor With 5 Years of Experience.
- Proficiency in Tally ERP Packages, Busy, Quick books, Zoho books, Peachtree, Saga.
- Updated knowledge on IFRS, Excise Tax, UAE VAT.

### PROFESSIONAL EXPERIENCE

#### **Fund and Management Accountant**

March 2021 to February 2022

**Amwal Capital Partners (DIFC), UAE**

**Company Profile:** Amwal Capital is asset management company (AMC) that invests a pooled fund of capital on behalf of its clients. The capital is used to fund different investments in various asset classes.

**Position:** Preparing monthly management financial reports for review including an income statement, balance sheet and cash flow statement, Calculate and reconcile management fees and performance fee earned by manager, reconcile, validate the monthly NAV statements.

#### **Accountant cum Auditor**

June 2018 to Feb 2021

**TRC MIDDLE EAST ACCOUNTING AND AUDITING, Dubai, UAE.**

[www.trcpamco.com](http://www.trcpamco.com)

**Company Profile:** An Audit based firm head quartered in New Delhi, mainly into Audit, Accounts, Vat consultant and Incorporation operating through 20+ offices across India, having sourcing office in Dubai.

**Position:** Reporting to Manager with regular as well as exceptional reports.

#### **Major Client Handled:**

- Stock audit of VIVA, IFFCO Group and Five Hotel – Palm
- Payment audit of Five Hotel – Palm
- Prepare and closing of books of account of various client (i.e., PSSS, Blueberry Travels, Center House DMCC, Mastodon General Trading, Accelerate Freight Services, Sanjeev Krishna Yoga Center etc. .

#### **Senior Accountant**

February 2016 to March 2018

**LAXMI GROUP OF COMPANIES, Kinshasa, Congo.**

**Company Profile:** An Indian based company's head quartered in Ahmedabad, mainly in to Import, Export and Travels in middle east and west Africa.

**Position:** Independent manage of a Branch in Congo. Supervised and coordinated the performance of sales and operational team of Travels, Import and Export. Consulted with Manager-Operations & Accounts on all operational and financial matters, viz. market strategy, credit policy, fund requirement, Knowledge of fares, Book the tickets and send the invoice to the customer and collection as well etc.

## Job Description and Responsibilities:

Responsible for all Accounting & Finance functions including:

- Verify, allocate, post the income and expenses.
- Financial Planning assignments, viz. MIS, Budgeting, Feasibility Studies, Cash flow Statement, etc.
- Researching and resolving account discrepancies
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date.
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Preparation assets, liability and capital account entries by compiling and analyzing account information.
- Reconcile accounts receivable, payable and bank statement.
- Ensure to receive collections from debtor (Debit card/Credit card) with bank statement.
- Assist audit with team leader for various DMCC companies
- Preparation of VAT details for each quarter and filing as well.
- Specific assignments related to accounts receivable, payables ledger reconciliation.

### IT SKILLS TRAINING

- Well versed with MS Office, Excel, PowerPoint, Tally ERP, Busy, Quick books, Zoho books, Fresa Technologies, Peach Tree, Saga, Operational and Customized software ETC.
- Have Completed The “100 Hrs Compulsory IT training, Orientation Training Programmed, As Prescribed by The C.S. Curriculum.

### EDUCATION

| Qualification          | Boards/University/Institute | Year | Grade  |
|------------------------|-----------------------------|------|--|
| Final                  | ICMAI                       | 2021 | Awaiting   |
| Inter                  | ICMAI                       | 2019 | Pass (Exemption in Cost& Management Accounts & Company Accounts) |
| B. Com                 | MDS University, Ajmer       | 2013 | 2 <sup>nd</sup>  |
| Senior Sec. (Commerce) | Rajasthan Board, Ajmer      | 2010 | 1 <sup>st</sup>  |

### PERSONAL DOSSIER

Date of Birth – 28<sup>th</sup> Oct 1992  
Gender – Male  
Marital Status – Single  
Language known – English, Hindi, Sindhi, Gujrati, Rajasthani

### DECLARATION

I Confirmed that the information provided by me is true to the best of my knowledge and beliefs.

**Prashant Malani**  
**Dubai**