

KEY SKILLS:

- Over a decade of experience working in various roles as finance manager, consultant and client acquisition manager in India, UK and other European clients;
- Experience working with large enterprises as well as start-ups;
- Highly numerate with great attention to details;
- Project management experience;
- Very methodical and disciplined approach to work;
- Knowledge of working on SAP, Xero, Sage, Quickbooks, VT, etc.
- Excellent interpersonal and communication skills;
- Excellent report writing skills.

**WORK:
EXPERIENCE**

**Sole Trader – S Chokshi & Co, Chartered Certified Accountants
April 2015 – till date**

Since April 2015 - I am actively working as sole trader in the name of S Chokshi & Co, Chartered Certified Accountants. The typical tasks include:

- Preparation and submission of Final Statements for SMEs and other sole trader businesses;
- Preparation and submission of VAT for various clients;
- Payroll maintenance for a portfolio of clients including pension auto enrolment duties;
- Preparation and submission of Corporation Tax Returns and Self Assessment tax returns for clients;
- Attending to management accounts requests from clients;
- Dealing with other statutory compliances related to the businesses.

**Audit Partner at Tejas Chokshi & Associates, Chartered
Accountants, India, January 2013 – March 2015**

Tejas Chokshi & Associates is a family owned boutique chartered accountancy firm based in Ahmedabad, India. My major duties being Partner at Tejas Chokshi & Associates were:

- Overseeing audit work of audit trainees
- Conducting audit of various corporate clients
- Conducting bank branch audits
- Overseeing compliance work of the portfolio of clients
- Client acquisition and relationship

Corporate Solutions Consulting Limited, London
Finance Manager, October 2007 – October 2012
www.corporate-solutions.com

Corporate Solutions is an international management consulting firm with a focus on transitional economy countries in Central Asia and Central and Eastern Europe. It provides technical assistance to various international projects funded by major International Financing Institutions (IFIs). My major duties at Corporate Solutions were:

- Working out finance (project) budgets to decide if projects shortlisted for are financially viable;
- Extensive financial analysis to evaluate the impact of changes in key contributors to the project profitability and cash flow;
- Liaise with the team leader and the consultants working on the project to ensure optimum utilisation of resources;
- Budgeting and reporting on variances;
- Maintaining an updated cash flow and the overall profitability for every project in progress and also for the company as a whole;
- Liaising with major IFIs viz. World Bank, European Commission, Asian Development Bank, on various financial and administrative issues related to the projects;
- Responsible for all pension transactions and preparing the year end accounts for the pension fund;
- Responsible for monthly cash flows, bi-weekly working capital report and quarterly VAT returns for the company and year-end financial statements for company auditors;
- Liaising with company Solicitors, Auditors and Pension Trustees;
- Overseeing work of Office Manager and 2 other subordinates.

Achievements:

- Streamlined the accounting and reporting process of the company both internally and for invoicing to the IFIs;
- Developed a project administrative and financial manual which is now in use in all major projects being undertaken by the company;
- Contributed in a project in Bosnia & Herzegovina as Financial Specialist (working alongside the Team Leader) reviewing specifically the asset recognition policies followed by the company;
- Worked as a Junior International Financial reporting Standards (IFRS) Consultant for NCP Limited assisting the lead consultant in calculating important adjustments to convert the existing financial statements in line with IFRS;

Wealmoor Limited, London
Management Accountant - Stock, January 2007 – October 2007
www.wealmoor.co.uk

Wealmoor is a supplier of exotic fruits and vegetables to major supermarkets in the UK including Tesco, Sainsbury's and Waitrose. My major tasks at Wealmoor were:

- Preparing weekly production summaries including calculation of Yield and Key Performance Indicators (KPI);
- Imparting training to other team members on the newly introduced software;
- Managing a team of 10 stock controllers and ensuring that the system stock is accurate and reasonably match the physical stock in the warehouse while dealing with major discrepancies.
- Actively liaising with the Procurement and Factory staff to find out their issues and to help overcome these.

Achievements:

- Efficiently managed to control the system stock which was acknowledged by the Factory Manager which in turn gave me additional responsibility of working out weekly production summaries and KPIs.

Imperial Financial Consultants, London

Assistant Practice Manager, December 2003 – December 2006

Imperial Financial Consultants are a firm of accountants providing compliance services to various small and medium sized businesses. The major responsibilities included:

- Managing a portfolio of approx. 30 clients and providing services like the preparation of VAT returns, payroll maintenance, and preparation of year-end accounts;
- Preparation of business plans and cash flow projections for various clients;
- Managing a team of 3 account assistants and imparting them software training and provide general guidance;
- Client relationship and acquisition.

Achievements:

- Implemented Sage Accounting software to prepare year end accounts which earlier were prepared using MS Excel;
- Entrusted with a portfolio which comprised of major clients in terms of revenue to the business.

Kantilal Patel & Co, Chartered Accountants, Ahmedabad, India

Audit & Tax Assistant, May 1999 – May 2003

www.kpcindia.com

Kantilal Patel & Co. is a firm of Chartered Accountants in India and is a respected name in the Indian Institute of Chartered Accountants (ICAI). The managing partner of the firm Mr. Arpit Patel is now acting as Quality Assurance partner for Ernst & Young, Ahmedabad, India. My tasks were:

- Active involvement in Statutory Audit, Internal Audit, Tax Audit of various corporate business viz. Vadilal Industries Ltd, Ceejay Finance Ltd, Rasna International Ltd;
- Key team member of the team conducting Statutory Audit of State Bank of Saurashtra a major Indian nationalised bank;
- Worked for 2 years as Tax assistant under direct supervision of the Tax partner of the firm;
- Contributed to the preparation of 'Pocket Tax Guide' – a short guide with all major tax rates and allowances in force for any financial year.

Achievements:

- Was deputed to act as a team leader on numerous audit assignments;
- Prepared a comprehensive report for a major client summarising the pros and cons of retaining rented warehouses or to purchase them freehold which was highly praised.

**EDUCATION/
MEMBERSHIP:**

Certificate in Forensic Accounting and Fraud Detection (FAFD) offered by Institute of Chartered Accountants of India (ICAI) – August 2014

Diploma in Information Systems Audit (DISA) from Institute of Chartered Accountants of India (ICAI) – June 2014

FCCA from Association of Chartered Certified Accountants (ACCA); July 2003 – December 2005

FCA from Institute of Chartered Accountants of India (ICAI); May 1999 – June 2003

INTERESTS:

- Learning new technologies and business concepts.
- Passively involved with a self-founded charity.
- Cultivating a professional habit in my subordinates.
- Listening to bollywood music and cooking (if get a chance).
- Spending time with my lovely family.

REFERENCES: Available on request