



Jalpa Somaiya

Chartered Accountant | M.com

Chartered Accountant with extensive experience in managing accounting and financial operations across diverse industries. Expertise in the pre-opening phase of restaurants, operations management, legal and VAT compliance, financial analysis, and team leadership. Proficient in using MS Excel, QuickBooks, Enter soft, Tally, and ERP systems for efficient financial reporting and analysis. Recognized for outstanding performance and expert handling of audit processes compliant with IFRS standards. Developed and implemented SOPs for Procurement, Cashier, and Finance. Experienced in managing all procurement-related activities, including contracts, price negotiations, credit applications, payment terms, and AMCs.

WORK EXPERIENCE

Account Co Services DMCC. (Sister co. of Active Bean Counter) – Accounts Manager (Jan'24 to Aug'24)

- Successfully oversaw the pre-opening activities of two restaurants, Modon Restaurant LLC OPC (Nalu) and Modon Restaurant LLC OPC - Branch (Ilios), situated at Surf Club, Hudayriyat Beach in Abu Dhabi
- Managing the comprehensive operations of Modon Restaurant LLC in Abu Dhabi, which encompasses preparing the opening budget as part of the pre-opening process, finalizing the operating budget, recipe costing, setting selling prices, negotiating contracts, finalizing AMC with service suppliers, processing KYC and credit accounts with suppliers, and communicating with suppliers regarding credit limits and credit terms as part of the procurement process.
- Analyzed financial statements and MIS reports to identify discrepancies and provide budgetary justifications.
- Managed legal contracts, including VAT registrations and compliance, as well as supplier payment settlements.
- Improved year-end inventory audit process to increase accuracy.
- Monitored compliance with external regulatory agencies and handled annual and quarterly audits.
- Developed and implemented guidelines for procurement process, petty cash disbursement, and financial policies.
- Delegated tasks and coordinated workflow to expertly manage accounting team.
- Achieved cost savings by successfully negotiating contract renewals with favorable terms and conditions.

Active Bean Counter. – Team Leader (Apr'23 to Dec'23)

- Executed the comprehensive operations of Nammos Restaurant LLC in Dubai, which encompasses batch review, petty cash reconciliation, bank reconciliations, procurement, supplier coordination, supplier payment clearance, VAT and Municipality tax submission, Budget preparations, Cash flow management, Cash budgeting, Intercompany invoicing, cross charges and reconciliation, preparation of Management Information System (MIS), Interim audit facilitation, finalization of audit with KPMG, Monthly group reporting in accordance with IFRS standards alongside the Greece team, Submission of Treasury reports, Vendor due diligence, and other related tasks.
- Led a team of 10 employees in managing finalizations tasks, VAT review and submission processes, preparing audit packs that follow IFRS guidelines. Also conducted MIS reviews and handled corporate tax registrations for a portfolio consisting of 45 medium-sized companies.
- Created presentations, data analytics reports, and structural analysis reports for a diverse range of clients including Camden Market of London and Chemipaint Works LLC.
- Oversaw various tasks such as creating company profiles, ensuring VAT compliance, and managing the hotel booking and air flight booking departments.

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Date of Birth: 27th September 1995

Linked Profile

<https://linkedin.com/in/ca-jalpa-somaiya-85601122a>

Location:

Bur Dubai, Dubai.

EDUCATION

Chartered Accountancy, The Institute of Chartered Accountants of India, Ahmedabad, India. – December 2021

Master of Commerce, Gujarat University, Ahmedabad, India

April 2017 – Secured 55% (External)

Bachelor of Commerce, Gujarat University, Ahmedabad, India

April 2017 – Secured 64.40%

HSC. Saraswati Kanya Vidyalaya, Gujarat Board
Percentage: 80.29%

UAE Corporate Tax Certificate Course
(Pursuing from PWC Academy UAE)

Professional Skills

- Financial Reporting
- Budget and Forecast
- Analyze Data
- Auditing
- Internal Audit
- Tax Audit
- Procurement
- Cash Flow Management
- Decision Making

IT Skills

- Microsoft office
- Advance Excel
- Tally ERP
- Entersoft
- SAP
- Focus

- Collaborated with legal professionals to prepare documentation for board meetings by creating resolutions, minutes, procurement policies in addition to loan and investment agreements for business expansion.

Paperchase Accountancy – ATL (Apr’22 to Mar’23)

- Served as an ATL at Paperchase Accountancy (KPO) in the Middle East department.
- Oversaw the finalization of MIS and handled UAE Value Added Tax (VAT) matters while effectively managing a team
- Coordinated the entire process flow for major clients including Billionaire Dubai and Qoot Group (Saudi Client).
- Encompassing tasks such as supplier reconciliation, coordination, municipality tax submission, VAT preparation and submission, monthly management reporting, intercompany invoicing and reconciliations, management fees and franchise calculations, vendor due diligence (VDD), direct client communications, and overall team management.

SPD & Co.

- Tax Audit
- GST Compliances
- ITR Filing

Mona Construction and GR Construction

- All Accounting related work.
- Accounts finalization & TDS Compliance.
- Preparing and filing GST monthly returns.

Kaushik Granite PVT Company

- Handling Documentation work Regarding Clearance for Chinese Nano and Italian Marble.
- E-Way Bill Preparation.
- Handling TDS Compliances.
- Preparing and filing GST monthly returns.

Disha Enterprise

- Preparing and filing GST monthly returns.
- Managing TDS Compliances.
- Bookkeeping and Accounting of Various entities in Tally ERP.

Divyang Shah and Associates -Article Assistant

- Computing of Income and filing of tax returns of firms, individuals and professionals, Co-operative Society.
- Filing of ROC returns of Companies and LLPs.
- Tax audit of trading companies, firms, and proprietorship business.
- Filing return of TDS.
- Bookkeeping and Accounting of Various entities in Tally ERP.
- Preparing and filing GST monthly returns.

Accomplishments

- **Star Performer of Month** in Paperchase.
- Awarded with prize many times in elocution competition in school, college, and social function.

CERTIFICATES

- Integrated Course on Information Technology under ICAI.
- Integrated Course on Soft Skills under ICAI.
- Advance integrated Course on Soft Skills under ICAI
- Advance integrated Course on Information Technology.

LANGUAGES (Spoken and Written)

English, Hindi, Gujarati.

Hobbies and Interest

- Finance, Budget Analysts,
- Portfolio Management
- Reading.
- Learning new skills.
- Travelling & exploring new things.
- Like to meet different personalities & learn something new.