

CA JAYDIPKUMAR D VEKARIYA

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117, Sultan Building

Bur Dubai, Dubai

+971 58 6380522

ca.Jaydipkumarvekariya@gmail.com

Dear Hiring Manager,

I am reaching out to express my interest in the Chartered Accountant position available at your esteemed organization. As someone with a Bachelor's degree in Commerce and a Chartered Accountant qualification, I have a comprehensive experience and understanding of tax compliance, accounting, auditing, finance and related matters, having completed 3 years articleship and also 2 years experience as a Assistant auditor/ Accountant/Tax Preparer in CA firm.

I am confident that I possess the skills necessary to manage and administer your accounting systems, as well as handle tax compliance and internal and external auditing. With a keen eye for detail and the ability to work efficiently, I strive to deliver top-quality work in every aspect of my job.

Attaching my CV herewith for your consideration. Please feel free to contact me if you have any further questions or would like to schedule an interview.

Thank you for your time and consideration.

Sincerely,

Jaydipkumar D Vekariya

Chartered Accountant



JAYDIPKUMAR VEKARIYA

CONTACT

- 📍 Sharaf DG, Dubai, UAE 00000
- 📞 +971 58 6380522
- ✉️ ca.jaydipkumarvekariya@gmail.com

SKILLS

- Financial Management
- Financial Reporting
- Accounting and book keeping
- Financial audits
- Budgeting and forecasting
- Regulatory compliance
- Financial statement analysis
- Month-end close management
- GST returns
- Team player
- Communication skills

STRENGTHS

- Problem Solving & Decision Making
- Adaptive
- Persistent
- Punctual
- Teamwork

LANGUAGES

| | |
|------------------|----|
| English: | C2 |
| Proficient | |
| Hindi: | C2 |
| Proficient | |
| Gujarati: | C2 |
| Proficient | |

SUMMARY

An optimistic, hardworking individual aspiring to be an excellent professional in field of Accounts, Audit, Finance and Tax Compliance. To work to the best of my abilities and try to achieve organizational goals and at the same time gain as much knowledge & experience as I can so as to ensure self-development as well.

EDUCATION

Chartered Accountant,, 2023

The Institute of Chartered Accountant of India, - India,

- Fellow Member of The Institute of Chartered Accountants of india

B. Com (Accounting & Finance), 2023

Indira Gandhi National open University, - India

12th Standard, 2016

Gujarat Board - India

EXPERIENCE

Assistant Auditor/Accountant/Tax Preparer, 06/2021 - 10/2023

R K Alagiya & Co., Chartered Accountant - Surat, India

- Supported senior auditing teams in large-scale audits, working efficiently to complete accounting reports within tight deadlines.
- Performed Analytical Procedures, Audit Sampling and Risk Assessment Procedures during the audit.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Reviewed financial statements prepared by junior staff, identifying knowledge gaps and corrections needed.
- Recommended competent tax strategies to support financial health and well-being of Individual, Partnership Firms, Llp etc. complying with tax laws.

Audit Assistant & Article Assitant, 02/2018 - 01/2021

ABB & Co., Chartered Accountants - Surat, India

Auditing

- Conducted **Tax Audits** of Firms, individuals and companies covered u/s 44AB of the income tax act, 1961.
- Assisted in **Concurrent Audits**, Statutory Audit and Stock audits.

Direct Tax

- Spearheaded **Income tax return / tax planning** of 200 individual client by diligently interpreting benefits available under the various sections.
- Handled and filed **TDS/TCS** return related compliances of around 25 client.
- Prepared and finalized **more than 90 tax audit reports** of various proprietary firms, partnership firms and companies.

ADDITIONAL INFORMATION

- Passport Number : B7677234
- Visiting Dubai : 6th January 2024
- Visa type & Expiry : Tourist/5th march 2024
- DOB : 23rd march 1999
- Availability for joining : Immediately
- Salary Expectation : Good enough to set of my skills and experience

Indirect Tax(GST)

- Handled various **GST assignments** relating to calculation of tax and return like GSTR 1, GSTR 3B, GSTR 9 and 9C. Executed **GST Audit** of more than 25 clients in the field of manufacturing, trading & other.

CERTIFICATIONS

Advanced ITT

100 hours of physical training in Advanced IT conducted by ICAI to give the practical knowledge of the computer skills like MS EXCEL, MS ACCESS Etc.

General Management and Communication Skills (GMCS)

100 hours of physical training in GMCS organized by ICAI for improvement of the personal skills

SOFTWARES

- Tally prime
- Quick books Online
- Xero
- Sage
- Profit Nx