

Jaydeep Kaklotar, CMA

Dedicated and accomplished Management Accountant with a solid track record of success in operations management, accounting and finance. Skilled at leading teams, working under pressure, providing sound consulting, communication, and time management. Proven ability to work collaboratively and deliver results. Excited to bring my expertise to a dynamic organization in an associate or mid-senior level role.

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📍 Dubai, UAE

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WORK EXPERIENCE

Finance Executive

AKQA - Part of WPP Group

10/2020 - 06/2022

Dubai, UAE

- Effective and accurate reporting of monthly, quarterly, and year-end closing. Handling the day to day general ledger and balance sheet transactions.
- Managing accounts receivables, payables and purchase orders. Cash management - petty cash, credit card and bank reconciliations.
- Assisted the team in legal, administrative, & internal/external audit activities.
- Implemented a system of internal controls that ensured compliance with financial regulations and financial integrity.
- Assisting the team in preparation of financial statements and budgets on a Monthly/quarterly and yearly basis.

Finance Administrator

Sitara Diamonds

04/2019 - 09/2020

Dubai, UAE

- Developed and implemented effective policies and procedures for HR, finance, and other administrative functions.
- Filing of Value added tax to the Federal Tax Authority. Conducting legal, administrative, & internal/external audit activities.
- Preparation of financial statements on a monthly/quarterly and annual basis. Assist with company PRO activities.
- Manage day to day accounting ledgers and conducting monthly, quarterly, and year-end closing.

Accounts Receivables Accountant

DMG Events

05/2019 - 12/2019

Dubai, UAE

- Raising invoices & credit notes accurately and sending them to the clients.
- Effectively attending to client requests & queries in a timely manner and ensuring their satisfaction.
- Collaborating with the sales and operations team to ensure proper billing of contracts.

Finance Intern

Omnicom Media Group

11/2018 - 04/2019

Dubai, UAE

- Collaborated with accounting and finance teams to create monthly and quarterly financial reports
- Reconciled financial accounts and identified discrepancies, resulting in improved accuracy of financial statements
- Generated weekly, monthly, and annual financial reports for management
- Handled accounts receivable, resulting in improved cash flow and reduced overdue payments.

SKILLS

Financial Planning and Analysis

Financial Reporting

Operations Management

Attention to detail

Analytical and critical thinking

Communication skills

Collaboration skills

Business Management

Public Speaking

VOLUNTEER EXPERIENCE

Operations Manager

BAPS Hindu Mandir, Abu Dhabi

06/2023 - Present

Abu Dhabi, UAE

- Established and maintained effective communication and collaboration between departments. Managed budgets and forecasts.
- Developed and maintained strong relationships with vendors. Ensured all operations are carried on in an appropriate, cost-effective way.
- Human Resources - Planning of manpower requirements, selection and hiring of candidates, conducting professional training, accommodation arrangements and managing employee records.
- Guest Relations - Providing guided tours to stakeholders of the Temple, organize awareness raising events, Visitor experience Management, celebrations of various community events.

CERTIFICATES

Certified Public Accountant

05/2023 – Present

Certified Management Accountant

04/2019 – 09/2022

Credential ID – 112739

Forensic Accounting and Fraud Examination

West Virginia University

08/2018

Credential ID – 8ZUDRMHGC8CC

LANGUAGES

English

Hindi

Urdu

Gujarati

Arabic

EDUCATION

Masters of Commerce

Jain Deemed-to-be University, Bangalore

05/2023 – Present

Executive Programme in Digital Finance Transformation

Indian Institute of Management, Lucknow

09/2022 – 06/2023

Bachelor of Business Administration

Manipal University, Dubai

09/2015 – 10/2018

INTERESTS

Indian Classical Music

Recreational Sports

Reading – business and non-fiction