

**DIPAK V. BHATT**

E/13, 1<sup>st</sup> Floor,  
Mini Nagar CHS Ltd.,  
S. N. Dubey Road,  
Rawal Pada, Dahisar (E)  
Mumbai – 400 068.  
022 - 2896 7344  
**M. No. 99690 31077**

**Career Objective**

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- To achieve high level of excellence through continuous improvement.
- Seeking a challenging position in the organization where my learning gets continued, and my abilities & capabilities would be an asset for the organization.

**Professional Carrer:**

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**Conservation Corporation of India PVT. LTD. (Infinity Resorts)  
(Nariman Point – Mumbai)**

Accounts Manager - November 2013 to till date.

- Preparing & Handling Scrutiny details.
- Attending Scrutiny case.
- Internal Audit of various resorts.
- Preparation of Balance sheet & Tax Audit report.
- Compliance with statutory obligations like Filing of TDS retunes & monthly of payments of TDS, Professional Tax, Service Tax.
- Preparation of various MIS reports.
- Monthly ledger scrutiny of Debtors & Creditors.

**NIHON ISPAT PVT. LTD. (Nariman Point – Mumbai)**

Accounts Manager - December 2012 to October 2013

- Salary administration including preparation of payrolls and compliance with statutory regulations including Professional tax, TDS etc. Filing of annual return.
- Compliance with statutory obligations like payments of TDS, Professional Tax, Advance Income Tax.
- Day to update accounts book / bank with reconciliation
- Daily / Monthly submission of MIS report to Management.

**PROLOGUE RETAIL SOLUTIONS PVT LTD. (Solaris Park - Powai – Mumbai)**

Accounts Manager - June 2010 to September, 2012

**Work Profile:**

- **Preparation of Monthly / Daily MIS reports:**
  - Tax Compliance Report.
  - Receivables Aging Report.
  - Payable Aging Report.
  - Daily Bank Position
  - Audit of Every Ledger
  - Payroll working

- **Legal Compliance**
  - Monthly TDS Checking & Payment
  - Monthly Vat/CST Working / Report
  - Monthly Service Tax Working
  - Finalization of Books of Accounts as per Companies Act & Income Tax Act.
  - Preparation Tax Audit / Vat Audit report.
  
- **Various Reconciliations:**
  - Bank Reconciliation.
  - Vendor Balance Reconciliation.
  - Branch accounts Reconciliation.
  - Staff A/c Reconciliation

**SUNIL MODI & ASSOCIATES (CA Firm) (Mumbai)**  
**Sr. Taxation / Audit Manager – Aug. 2006 to March 2010**

**Work Profile:**

- Having carried out of Tax Audit of various private Company, Partnership firm, and Individual concern.
- Finalization of Accounts.
- Filling of Income Tax / ETDS
- Maintenance & Monitoring of Accounts up to Finalization of various Corporate / Non Corporate Clients.
- Computation of Liabilities of Income Tax & Service Tax.
- Preparation of Audit report including Tax audit report.
- Preparation of Scrutiny Details
- Have successfully headed and carried out Financial Due Diligence of Talisman Consultancy Service Pvt. Ltd.
- Hearing of Sales Tax Assessment.

**HARESH MEHTA & CO. (CA Firm) (Mumbai)**  
**Audit / Accountant – Aug. 2004 to March 2006**

**Work Profile:**

- Having carried out of Tax Audit of various private Company, Partnership firm, and Individual concern.
- Audit & Account writing of Indian Railway Catering & Tourism Corp. Ltd (**IRCTC**).
- Audit of Corporate & Non Corporate Body.
- Stock Audit of Pvt. Ltd. Company
- Internal Audit of Pvt. Ltd. Company

**ASHOK VAGHELA & CO. (CA Firm) (Mumbai)**  
**Audit / Accountant – Sept. 2002 to Oct. 2003**

**Work Profile:**

- Statutory Bank Audit of State Bank Of India
- Concurrent Audit of State Bank of Travancore, Corporation Bank, Bank of Baroda.
- Revenue Audit of Central Bank of India, Bank of India, Bank of Rajasthan
- Account writing of Pvt. Ltd. Co. / Partnership Firm / Individuals
- Preparation of Statement of affairs, Profit & Loss Account, Balance Sheet
- Writing of books such as Cash Book, Bank Book, and Sales & Purchase Register.

## **Educational Qualification:**

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- **Final CA** – Group I Cleared (ICAI - Nov. 2010)
- **CA Inter** - PE II, Cleared (ICAI – May 2007) (55%)
- **B. Com.** - Mumbai University April-2002 (64.20%)

## **Software & Industry Related Systems Proficiency:**

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- Expertise in Tally 9 ERP Package with sync. features also 7.2, 6.3 & 4.5.
- Knowledge of ERP Applications. (Modules – Financials, Purchasing, & Sales)
- Knowledge of MS. Word, Excel & PowerPoint
- Typing Speed 40 w.p.m.

## **Personal Details**

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- Date of Birth : 15-June-1982.
- Marital Status : Married
- Nationality : Indian.
- Passport Details : On request
- Language Proficiency : English, Hindi, Gujarati, Marathi
- E Mail ID : [dipakvb@gmail.com](mailto:dipakvb@gmail.com)
- Hobby : Reading, Music & Cricket.

(Dipak Bhatt)