

# Nasir Darji

## Accounting & Tax Manager



Camp Pune, India.



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### Career Summary:

Passionate and result oriented Finance professional with an MBA in Financial Management and International Business, University graduate in Business Administration. Possesses practical knowledge and 10+ years of professional experience in the field of Finance & Accounting, Auditing, Financial planning & reporting, Business management, Clients management, Sales and marketing, etc. who undertakes complex assignments, meets tight deadlines, handles pressure and delivers superior performance.

#### Core competencies & Expertise include:

- Financial Reporting & Analysis • Accounting & Bookkeeping • Auditing • Detail Oriented • MIS Reports
- AML • Forecasting & Budgeting • Client Relations • Taxation • Cash Flow Management • Team Leadership
- AR/AP/GL • Payroll • Fast Learner • Critical Thinking • Email Writing • Team Management • UAE VAT



### Professional Experience:

#### 1) Khimji & Associates (Dubai, UAE)

(4<sup>th</sup> Jan 2018 till 31<sup>st</sup> Jan 2021)

- **Company details:** Sister company of London based B2B Accountants
- **Nature of Business:** Accounting, Bookkeeping, Auditing & Consulting
- **Designation:** Accounting & Tax Manager
- **Reporting directly to CEO**
- **Key responsibilities:**
  - Managing Dubai office operations, controlling, and supervising the Dubai based team.
  - Training and assisting subordinates in accounting, auditing & VAT functions and VAT awareness.
  - Preparing, validating, reviewing and submission of VAT/Tax returns on FTA portal for numerous clients and VAT registrations for new clients. Single point of contact for all accounting and VAT related queries.
  - General ledger, Accounts Receivables (AR), Accounts Payables (AP), Project-based accounting and fixed asset accounting in accordance with IFRS for clients based in Dubai, Spain & London.
  - Handled all Accounting functions up to Finalization of Accounts.
  - Ensure that all FTA VAT compliance guidelines and reporting standards are met.
  - Ensuring System based compliance as per UAE VAT Laws.
  - Processing Payroll/WPS, preparing pay slips and other HR, Admin & PRO related work.
  - Managing Petty cash fund and putting up controls to reduce expenses.
  - Participating in monthly, quarterly, yearly account closing/finalization process. .
  - Posting monthly prepaid, accrual and depreciation entries. Budgetary control & Cash flow management.
  - Performing quarterly, half-yearly and annual VAT audits and financial audits for various clients.
  - Writing Emails and Letters to Clients, Vendors, Government entities (customs, FTA etc.) for resolving queries.
  - Preparation of Financial statements (P&L and Balance sheet), Cash Flow statements, Receivable aging reports, Vendor reconciliation, monthly, quarterly & annual Budgets, Sales forecasting, MIS & adhoc reports.
  - Analyzing financial reports and ensuring regulatory compliance. Identify the mismanagement of funds.
  - Presenting final accounts, Budgets, and Cash flow statements to the senior management of clients and suggesting ways to reduce costs, enhance revenues, and improve profits.
  - Setting up plans with clients to focus on their key strategic risks and challenges and devising controls.
- ✓ **Achievements:**
  - I have reduced approx. AED 230k of monthly indirect expenses & AED 2 Million yearly cost for a client resulting in increased profits. Awarded Best Employee of the Year 2019.

**2) Savetech General Trading LLC (Dubai, UAE)** (15 Feb 2017 till 3rd Jan 2018)

- **Company details:** Sister Company of Deepsea Freight Services LLC.
- **Nature of Business:** Logistics & Distribution; Manufacturing – LED lights
- **Designation:** Chief Accountant
- **Key responsibilities & Achievements:**
  - Preparation of monthly, quarterly, annual financial reports & budget execution reports for group companies.
  - Supervising assistants in day-to-day activities and monitoring accounts work performed by them.
  - Maintaining accurate and up to date records of all financial transactions.
  - Recording, classifying and summarizing financial transactions and events.
  - Computation and payment of staff salaries on a monthly basis.
  - Processing Payroll/WPS, preparing pay slips and other HR and Admin related work.
  - Manage Petty Cash Fund and Preparation of invoices as per LPO/ DO/ SO.
  - Chasing customers for aged receivables & ensuring payments are received in timely manner.
  - Reconciliation of bank statements & prepare payment vouchers for billing from vendors and suppliers
  - Prepare invoices and monitor outstanding receivables: chase and collect from customers.
  - Interacting with Customers, Vendors & Government Officials via Emails, telephonic calls and resolving queries.
  - Other financial management duties assigned by the Managing Director such as but not limited to -Warehouse control and management & Dubai Customs account (CDR) management.
- ✓ **Achievements:**
  - I have recovered AED 1.2 Million of aged receivables and bad debts by continuous and aggressive follow-up.

**3) Bank of New York Mellon (Pune, India)** (10 Aug 2015 till 01 Dec 2016)

- **Designation:** Operations Executive
- **Key responsibilities:**
  - Synchronizing with the Client Services & other divisions & sub-sections to resolve settlement related matters within the SLA. Checking Short positions of client as positions are pledged segregated, Transferred or Loaned
  - Handling Emails from CSR related to concerns, probes and try to help them with their resolution.
  - Coordinating with the related CSR's over calls in case of same day trades settlement and treating issues and directing the Clients about Pre-matching and Matching status of the trades in the market.
  - Handling, Cancelling and Releasing trades into market by various sources such as faxes, swift messages.
  - Settling all cancelling, releasing trades and Investigating for Market trades in Euclid and Online Creation.
  - Running Reports and Investigating Blank, Cross border, Securities Lending Trades
  - Cash & Position reconciliation of Client accounts between Investment Manager & Broker.
  - Investigating on items such as Cancelled too late, Settled but short, Realignment, Expired & Invalid trades.
  - Ensure that all client specific reconciliation guidelines and reporting standards are met.
  - Releasing Currency movement for Payments and Receipts within respective deadlines of the currency.
  - Settling the CM of Payment and Receipts as per the confirmation received by swift MT910, 900.
  - Sending MT299 to the market for exotic currencies (RUB, MYR, THB).
  - Investigating past Settlement date CM as to why confirmations have not been received.
  - Performing Reconciliation on cash breaks, investigating, and finding issues accordingly.
  - Running Cash Reports to settle Asian, European and Latin American currencies.
  - Follow up with Euroclear for reasons pertaining to failure for Receives and Payments.
- ✓ **Achievements:** Awarded with WOW recognition from client for excellence assistance.  
Proposed cost-reducing measures and eliminate unwanted processes saving time & money.

**4) Harvest International Consortiums (Pune, India)** (26 Aug 2014 till 1st Aug 2015)

- **Designation:** Financial Analyst
- **Key responsibilities:**
  - Analyzing and interpreting the International commodity derivative market and Forex to minimize the risk and maximize gains by performing fundamental & technical Analysis of financial markets.
  - Oversee the signing of any legal documents pertaining to a specific transaction.
  - Acquired and maintained a portfolio of High Net Worth clients. Achieved the set targets. To train & advice individuals on investment decisions. Develop trading strategies and execute trades on behalf of clients.
  - Generating customer base through tele calling and personal meetings.
  - To take live trades in all major currencies and commodities Viz. Gold, Crude Oil, EUR/USD, GBP/USD, etc.
- ✓ **Achievements:** Won competition for achieving sales target of USD 15k in a month.  
Gave client Rs. 100k ROI in very first month.

## 5) Sharekhan Ltd. (Pune India)

(01 May 2013 till 10 Aug 2014)

### • **Designation:** Assistant Relationship Manager

#### • **Key responsibilities & Achievements:**

- Executing live market trades in NSE, BSE & MCX.
- Acquired and maintained portfolios of clients. Achieved the set monthly sales targets.
- To train and advice clients and potential clients on investment decisions.
- Fundamental & Technical Analysis of financial markets. Assist manager in day-to-day working.
- Acting as the only point of contact between client and the company.
- Analyzing and interpreting the commodity derivative market and Forex to minimize risk and maximize gains.
- Generating business by giving a high turnover volume to company.
- Building relationship with HNI clients by handling and reviewing their investment portfolio and seeking referrals of their status.

## 6) CA R. I. Syed & Co. (Pune India)

(1st July 2009 till 30th November 2011)

### • **Designation:** Assistant Accountant

#### • **Key responsibilities:**

- Worked as a team member and participating in the day-to-day activities of the General Accounting.
- Preparation and finalization of financial statements and summary statements.
- Preparation of Income tax, Sales tax & Service tax returns for individuals, firms, trusts, and companies.
- Participating and making monthly financial reports.
- Participating in reconciliation work of Accounts for banks, vendors, customers and submit the report to the concern authorities.
- Practicing and participating in all Accounting work such as Trial Balance, Trading Account Sheet, Finalization of Account, and Balance Sheet.
- Participate in Internal & External Auditing Session, visiting client's offices and go-through with accounts from scratch level up to finalization.
- Preparing clear and concise reports and recommendations. Submit to the concerned authority.
- ✓ **Achievements:** Awarded employee of the month four times, appreciated by many clients for timely work. Have worked overnight to complete return filings on deadline dates.



## Educational Qualification & Technical Skills:

- ★ **DUAL MBA** (International Business) from the University of Pune. (First Class) (2014- 2015)
- ★ **MBA** (Financial Management) from the University of Pune. (First Class) (2012- 2014)
- ★ **BBA** (Bachelor of Business Administration-Finance) from the University of Pune. (First Class) (2009- 2012)

Hands-on working experience on Softwares like:

- ✓ SAP ERP, QuickBooks, Sage ERP, Fresa, Xero, Tally ERP, Peachtree, Zoho, Oracle, Dynamics AX.
- ✓ Certified Diploma in Advance Excel (V-lookup, Pivot table, Macros, etc.) and MS Office Suite.
- ✓ Certified Anti-Money Laundering and KYC course.



## Personal Details:

**Nationality:** Indian

**Passport No:** M8220301

**Birth Date:** 04 Jan 1992

**Marital Status:** Married

**Religion:** Islam

**Notice Period:** Immediately Available

**Currently Residing:** Camp Pune, India

**Languages Known:** English, Hindi, Marathi, Urdu, Arabic

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