

MANISH BHARDWAJ

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Total Exp. : 7+ years



Career Objective:

To build a successful career in the field of budgeting, auditing, accounting and financing by utilizing my analytical problem solving, communication and interpersonal skills and fast learning abilities.

Areas of Expertise: Budgeting, Audit, Internal control, Accounting, Financial report writing, Analysing data, Book-Keeping, ERP.

Professional Experience

ACCOUNTANT

(Dec 2018 – Feb 2020)

EL TEAM LTD. – AUSTRIAN GROUP, DUBAI, UAE (STEEL INDUSTRY)

A group engage with trading and manufacturing of Graphite Electrode. The group has over 30 years of expertise in the industry and is globally competitive. As an Accountant my responsibilities was below:

- Responsible for related party transactions.
- Preparation of daily bookkeeping and responsible for journal Entries and invoice billing.
- Finalisation of Trial Balance of EL Team Ltd. Dubai Office with others inter-related company.
- Prepare draft subcontracts and teaming agreements with partners.
- Create monthly project financial reports and budget forecast and Cash Flow.
- Responsible for accounts receivables and payables.
- Responsible for Bank reconciliation, schedule of fixed assets.
- Support external auditors to meet deadlines.
- Responsible for statutory returns like VAT, compliances and deposit of statutory dues.
- Prepared Minutes and provide group funds reports to Director.

AUDIT MANAGER

(May 2017 – Oct 2018)

ELEVATE FIRST ACCOUNTING & AUDITING, DUBAI, UAE

- Managed audit, compilations and forecasts of privately held entities in a broad range of industries.
- Prepared business financial accounting report on monthly basis and customized accounting presentation to solicit new clients and upgrades to existing ones.
- Providing guidance on VAT and Excise return and dues.
- Plan and conduct operational and financial audits to assure financial statements are fairly presented in alignment with IFRS and United Arab Emirates law.
- Developed strong client's relationship and trained incoming auditors and accountant.

AUDITOR

(Apr 2013 – Nov 2016)

AXIS AUDITING & ACCOUNTING DUBAI, UAE

- Planning and conducting the external audit for FZC, FZE, and LLC Organizations and drafting the financial statements as per the IFRS.
- Examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

- Examining the internal controls of the organization and reporting the weakness found to the management.
- Reporting and presenting material audit findings to clients and appropriate suggestions. Suggesting the clients to maintain proper book of Accounts.
- Developing and maintaining productive working relationships with all levels of management. Completing allocated work within required time and budgets and to required quality standard.

Junior Officer

(Jan, 2012 - April, 2013)

HDFC BANK - INDIA

- Co-ordinating branch activities and stream line information flow between different branches and Senior Management.
- Co-ordinate with the Branch Manager and resolve the Discrepancy.
- Coordination with branches to ensure that process and procedures laid down are adhered to.
- The job involves preparation of budgets (Cost, Demat, Credit Cards, Direct Banking, insurance, savings and Current Account) for the regions, Data collection and analyzing and on the basis of data preparation of reports (TOD, QRS, Deliverables, Management Audit Report, Dummy reports, Fortnightly reports etc.)
- Prepared MIS based requirement of branches/Zonal office, handling complaints, activities related to branch launch etc.
- Monitoring all outstanding complaints that are logged in next-step customer service, complains that are escalated to 2nd level. After that Coordinate with Branch Manager and tried to resolve discrepancy (date Not clear, sign differ on cheque etc.) by obtain a written communication from the clients.

Done 3 & ½ Year Articleship as a part of CA curriculum

SANJEEV KHURANA & ASSOCIATES, CA FIRM

(Feb 08 to Oct 08)

DINESH KUMAR GOYAL & CO., CA FIRM

(Feb 09 to Nov 11)

- Finalize Audit Reports of the companies.
- Advice to the clients in various matters of accounting and taxation.
- Handled and maintain various types of books of Accounts (Purchase, Sales, Expenses and Journal).
- Handled the sale tax returns, Service Tax returns, VAT returns, and Income tax returns of the co.

Qualification

Pursuing **CA** from "Institute of Chartered Accountant of India".

Passed **B.COM (P)/ graduate** from Delhi University, India.

(2005-2008)

Passed **Senior Secondary** From C.B.S.E. Delhi, India.

(2004-2005)

Computer Competencies

- Accounting Software - **Tally Erp.9 + Quick book + Sage 50 + Wave**
- IT Course (CCT) from Institute of Chartered Accountant of India.
- Microsoft Outlook knowledge.
- Good knowledge of MS-Office (Word, Excel, Power Point).
- Using internet for effective communication.