

Curriculum Vitae

Extremely talented, self-motivated, enthusiastic financial management and accounting professional with over 35 (thirty-five) years of experience in private sector on preparing financial reports; implementing cash management strategies to the highest possible standards of excellence, transparency and compliance with all external & internal regulations, accounting and financial management standards. Can lead a team of professional accountants.

CORE COMPETENCIES

- Maintenance of accurate financial records and ability to prepare clear and accurate reports for informational, auditing and operational use.
- Creative and resourceful thinking. Easily capture new roles and responsibilities.
- Excellent written and verbal communication skills.
- Ability to make quick and excellent decisions and organize thoughts in the face time constraints and full workload.
- Outstanding communication, presentation, observation and interpersonal skills.
- Sound ability to handle multiple tasks, set priorities and meet deadlines.
- Superb organizational skills.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems (India, Kenya, Tanzania standards).
- Possess strong analytical and problem-solving skills, with the ability to take perfect decisions.
- Ability to communicate and convince government & bank officials (relevant departments) for audits, claims, queries, etc., at all levels.

OBJECTIVE

- ✓ Transit my enthusiasm, creativity & experience into a position, where I continue to provide my work with sincerity & dedication
- ✓ Seeking a productive position to utilize my skills and enhance them through continuous learning in a challenging environment and helps me to contribute efficiently for the growth of the organization while being resourceful and innovative.

PROFESSIONAL EXPERIENCE

I have 35 years of experience in multidisciplinary areas like Industrial Gas Production unit, Chemical & Detergent Plant, Petroleum Industry. Also have different work experience in Transport Sector & Dairy Plant in Kenya.

December 2010 to July 2024

Finance Controller

Marbgrant Co. Ltd. (Export Trading Co Ltd)

Dar Es Salaam, Tanzania

- ⇒ My current responsibilities are handling accounts preparation of Bank Position, receivable and accounts payable & Quarterly Management Report other accounting work.
- Ensure that all transactions are accurately and completely posted in the system.
 - Daily Banking Transactions, Handling Bulk cash transactions for Creditors Payments.
 - Checking of Purchase Invoice and making entries in Computer
 - Preparing Sales Invoice
 - VAT statements (Value added Tax) Filling of Monthly VAT Returns to Tanzania Revenue Authority.
 - Creditor's statements, Payments, Reconciliation of Creditors and Debtors.
 - Preparation of payroll and keeping employees' files.
 - The accounting package is Tally ERP. -9
 - Paying Government statutory deduction in time through TRA online system.
 - Conducting internal as well as external audits by KPMG. Grant Thornton Assurance Auditors, TRA Auditors (Government).
 - Preparing Monthly MMR Reports and presenting the same to CFO.
 - Finalization of accounts, up to Balance sheet.

October 2005 to November 2010

Swan Carriers Ltd

Finance Controller

Kisumu, Kenya

- ⇒ My responsibilities were handling accounts preparation of Bank Position, receivable and accounts payable & Quarterly Management Report other accounting work.
- Ensure that all transactions are accurately and completely posted in the system.
 - Checking of Purchase Invoice and making entries in Computer
 - Preparing Sales Invoice
 - VAT statements (Value added Tax) Filling of Monthly VAT Returns to Kenya Revenue Authority.
 - Creditor's statements, Payments, Reconciliation of Creditors and Debtors.
 - Preparation of payroll and keeping employees' files.
 - The accounting package is Quick Books.
 - Paying Government statutory deduction in time,
 - Conducting physical inventory, and internal as well as external audit of KRA.

October 2004 to September 2005

Essar Oil Ltd

Accounts Officer

Silvasa, India

- Displayed competency in managing the complete bank related activities, and various other accounting functions for the Silvasa Depot.
- Adeptly handled the preparation of Sales Invoice, Checking of Stock transfer notes.

Monitored the reconciliation of:

- Depot stocks & Reconciliation of stocks with Retail outlets.
- Payment received from Retail outlets. Reconciling the Payments with Bank & Customers, Filling of Sales Tax Return.
- Entrusted with the responsibility of managing the operation and field work.
- Involved in verifying truck sample, density, temperature, Tank dips etc.

October 2002 to October 2004

Indian Oil Tanking Ltd

Finance Executive

Baroda, India

⇒ INDIAN OIL TANKING LTD (JOINT VENTURE OF INDIAN OIL CORPORATION LTD & OIL TANKING LTD) The company is a joint Venture between 'Indian Oil Corporation Ltd. (50%) and "Oil tanking Ltd (GmbH) – Germany (50%) and is in business of independent Petroleum Tank Terminating Services and Projects

- Administered the stock accounting for various products.
- Maintenance of stock balances of various products.
- Tracking receipt / issue and closing balance of stock.
- Calculating and allocating of Loss / Gain.
- Preparing daily out turn in SAP R3 program.
- Reporting of stock status to HO / REFINERY at month end.
- Upholding Excise records for Receipt/ Dispatch, Monthly Returns ER-1.
- Handled procurement of Import Pass for Ethanol from State Excise, Permission from Gujarat State Prohibition & Excise Dept.
- Complete statutory work pertaining to NOC for Ethanol and renewal of License.
- Successfully evaluated the Internal as well as Government audits.

Exposure to handle following administrative functions:

- Maintaining various records pertaining to Factory Act, Registers, Leave Register, and Attendance register.
- Preparing salary & wages of contract labour.
- Housekeeping and cleaning of Premises & Office building.
- Arranging records of routine Medical Checkups of employees with the company doctor.

January 1997 to October 2002
Nirma Ltd
Excise Assistant
Baroda, India

⇒ M/s NIRMA LIMITED (LAB – Linear Alkyl Benzene) Project, situated at Village-Alindra, Baroda. It is solely based on Petrochemical Plant. (UOP TECHNOLOGY) USA.

Executed the preparation of:

- Filing of Capital goods declarations with excise Dept. After Commissioning of LAB plant.
- Maintaining all excise records. Proficiently handled the complete excise matters.
- Preparation of Daily report for the H.O on modvat Credit & Duty Debit, Monthly Stock statement Reports related to Receipt and Consumption of Raw Material & Finished Goods to chairman & Accounts Finance.
- Monitored the daily dispatches of LAB, Det. POW, and Cakes etc.
- Oversaw the execution of Import & Export Bonds, Availing Credit for Export in Bond.
- Successfully handled further reconciliation of LABFS with IOC-Refinery.
- Successfully evaluated the Internal as well as Government audits.

⇒ **Dec-1987 to Dec-1996: Sky Acetylene Co Pvt Ltd, Baroda, Accountant**

⇒ **Nov-1985 to Nov-1987: Air Command India Ltd, Baroda, Assistant Accountant**

⇒ **Jun-1985 to Nov-1985: Welcome Hotel, Baroda, Assistant Accountant**

Academics

- 1983-1985: - **Bachelor of Commerce** from M. S. University of Baroda.
- 1986-1987: - **Master of Commerce** from M. S. University of Baroda.

Computer Exposure

- M.S. Office: Microsoft word, Excel.
- Working accounts on Quick-books (Kenya), Tally ERP (India & Tanzania), Xero (Australia)

Personal Data

Date Birth:	25 th May, 1965
Sex:	Male
Marital Status:	Married
Languages Known:	English, Hindi, Gujarati & Kswahili

Thanking you, regards.

Dinesh P. Dave