



## NISHITA THAKKER

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### KEY SKILLS

Audit & Compliance  
Financial Reporting  
Budgeting & Forecasting  
Risk Management  
Legal & Statutory Compliance  
Team Collaboration  
Taxation  
MS Office  
Advanced Excel  
Accounting Software –  
QuickBooks, E-mist, Info ERP  
Software

### EDUCATION

**ICAI, India**

CA Inter Group II - Pursuing

**MJS Global, UAE (Dubai)**

Certified under UAE VAT &  
Corporate Tax

**Welingkar Institute of  
Management, India**

MBA Finance

**Mumbai University, India**

M.Com (Accounts)

**Mumbai University, India**

B.Com

### PERSONAL INFORMATION

**Age:** 30 years

**Nationality:** Indian

**Languages:** English, Hindi,  
Gujarati

**Visa Status:** Sponsor Visa

### EXECUTIVE PROFILE

A passionate, dedicated and detail-oriented accounts and finance professional with over 10 years of experience in financial analysis, budgeting, and reporting. Possessing a strong analytical mindset, exceptional problem-solving skills and a commitment to achieving financial goals. Combined with ability to work well under pressure and excellent communication skills. Adept at optimizing financial processes, ensuring compliance, and driving strategic financial decision-making. Seeking a challenging role in a dynamic organization to contribute my expertise and add value to the finance team.

### WORK EXPERIENCE

**Assistant Manager - Finance/Audit and Accounting** April 2019 – Feb 2022  
**Neelkanth Group (Neelkanth Reality Private Limited), Mumbai, India**

#### Achievements:

- Successfully supported the Chief Financial Officer of the group in preparation and filing of accounts for around 40 inter corporate companies with respective authorities. Clocked savings on penalties of INR 1-2 million approx.
- Mentored and trained junior finance team members, fostering professional growth and development.
- Solely responsible for finalizing and filing of Financials well within the due date with respective Government authorities like TDS, GST, Income Tax resulting into good standings with the authorities and savings of INR 15-20 million in terms of possible penalties.
- Collaborated effectively with business managers to resolve variances, refine forecasts, and identified opportunities for improvement resulting into 20-25% of savings in terms of operational cost.
- Completion of the group holding audit single handedly for 2 consecutive years with no qualifications.

#### Key Responsibilities:

- Preparation of Monthly Income Statements (MIS), by exploring the systems and extraction related to reports based upon related to the business of the company.
- Manage the complete accounting cycle including preparation of financial statements, journal entries and general ledger maintenance.
- Monitor and analyze monthly budget versus actual expenses, ensuring adherence to financial goals.
- Assist in the preparation of annual budgets and forecasts.
- Participated in external audits, providing necessary documentation and supporting audit inquiries.
- Prepared financial reports for management by highlighting the findings and sharing recommendations along with next course of action.
- Conducted financial analysis to identify cost-saving opportunities and improve operational efficiency.
- Prepared and submitted tax returns, ensuring compliance with tax regulations and deadlines
- Liaised with the legal team and the auditors for data required.
- Managed day-to-day financial operations, including accounts payable, accounts receivable, and general ledger maintenance.

**Assistant Manager – Finance & Taxation**  
**Drongo Ventures, Mumbai, India**

**May 2018 - April 2019**

**Key Responsibilities:**

- Prepared accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.
- Skilled in creating budgets, forecasting financial results & monitoring variances to ensure optimal financial performance.
- Implemented internal controls to enhance financial accuracy and minimize risk.
- Reconciling accounts and resolving discrepancies in a timely manner

**Senior Associate - Audit & Taxation**

**April 2012 - April 2018**

**M/s N.P. Redij & Company – Chartered Accountant Firm, Mumbai, India**

**Achievements:**

- Engaged in cost control measures, resulting in a reduction of expenditure by around 20-30%.
- Handled 100% of clientele with tax related issues both Income Tax & VAT resulting into a contribution of around 50-55% of the revenue of the firm INR 5-6 million.
- Devised a plan to acquire or to sell land, houses, commercial property and other investments amounting to INR 10- 20 million.
- Spearheaded cost saving in ERP and technology implementation saving 70% of costs.
- Implemented internal controls that improved audit readiness and compliance.

**Key Responsibilities:**

- Assisted with the preparation & analysis of financial statements.
- Conducted regular Bank Reconciliations & ensured accurate recording of transactions.
- Lead the audit team during the annual audit process and independently managed the on-field audit and taxation matters for a diversified clientele.
- Prepared various financial reports for management.
- Validating legal documents of top logistic company such as NYK Logistics for issuing port certification.
- Planned, scheduled and conducted accounts & audits for various entities. Prepared the annual audit calendar in line with the requirements and ensured that it is strictly followed in order to achieve pre- defined objectives.