

HARSH NARENDRA LAKHANI
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CAREER OBJECTIVE:

To attain a challenging position in a reputed organization to further enhance my capabilities and render value addition. I aim to prove to be an asset for every organization I am part of.

WORK EXPERIENCE:

<p><u>High Mark Real Estate Brokers LLC</u> Finance Manager Presently Working</p>	<ul style="list-style-type: none"> • Management of the overall Company's Financial Statements and AML Compliance; • Setting up processes in place for better management of Accounts, and Compliance; • Implementing a MIS reporting system for timely review of the performance of the company by the CEO; • Ensuring Books Of Account are closed and finalized on a monthly basis; • Swift Clearance of Backlogs to ensure the books of account reflect as-on-date summary for decision making; • Absolute maintenance of Developer's Books of Account pertaining to a Residential Project; • Ensuring all financial records are up-to-date to fulfill Developer's obligation towards DLD, Escrow Account and Bank; • Issuance of MIS Reports and advisory to the Developer for revision in the Sale Prices; and • Set up an Excel MIS for real time updates for the business.
<p><u>Vintage Bullion DMCC</u> Finance Officer Period: May, 2017 – August, 2022</p>	<ul style="list-style-type: none"> • Overall Analysis and MIS Preparation of the Entire Investments Portfolio (Real Estate & Securities) of the Group and the Promoters; • Monthly Reporting / Analysis of Marketable Financial Instruments of the Organization and the Promoters, Consolidated and on Standalone Basis; • Overview and Co-ordination of all reports generated by Onsite Team and Third-Party Consultant for prompt reporting; • Preparation of Management Accounts for group companies and consulting on taxation matters for optimum structure; • Finalization of Audit for UAE, Hungary and Hong Kong based entities, including preparation of Stand-Alone and Consolidated Financials for cross country and cross currency nature of transactions; • Analyzing various financial instruments including Steepener Notes Currency Swap and Interest Swap; and • Complete Books of Account, Finance and absolute Compliance supervision for Local Real Estate Investment Company and Holiday Homes Company.

<u>TIME MACHINE GROUP</u> Senior Accountant – Wholesale and Distribution. Period: July, 2016 to May, 2017	<u>WHOLESALE AND DISTRIBUTION DIVISION:-</u> ➤ FINANCE FUNCTION: <ul style="list-style-type: none"> Financial Planning with respect to working capital requirement using various instruments like Local Bill Discounting and cheque discounting. Report directly to Chief Executive Officer to present financial analysis and assist in developing strategic Financial plans. Analyze financial statements, conduct cost/benefit analysis and identify areas of weakness. ➤ ACCOUNTS FUNCTION: <ul style="list-style-type: none"> Handling complete Accounting process with respect to over-viewing and approving daily Business Operating Transactions. Coordination with the Auditor regarding Interim Audits for Companies managed.
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<u>STARLINK DMCC</u> Finance Officer Period: April, 2015 to October, 2015	<ul style="list-style-type: none"> Responsible for preparation and presentation of Standalone Financial Statement on monthly basis and consolidation on quarterly basis and presentation of financial analysis of the same. Managing and assisting Finance Manager in implementation of an ERP. Approval of the orders after taking in to consideration computation of the profits margins and their payment terms with the Customer and the Supplier.
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<u>N. R. DOSHI & PARTNERS – (U. A. E.)</u> Senior Auditor. Period: July, 2013 to March, 2015	<ul style="list-style-type: none"> Solely responsible for preparation of Condensed Consolidated Review Report for a reputed company in U.A.E., having subsidiary company in United Kingdom and India. Single handedly carried on accounting assignment of companies and even sole establishments including preparation of MIS reports and its analysis. Undertaken Internal Audit assignments for various companies in different sectors, leading companies in Dubai, for eg: leading Wet Wipes Manufacturer and a well established Transformer Manufacturing Company. Exposure for several accounting packages like Microsoft Accepta ERP, Tally and Focus ERP.
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EDUCATION & SCHOLASTIC ACHIEVEMENTS:

CA Final	Institute of Chartered Accountants of India	Appeared
CA PCC	Institute of Chartered Accountants of India	Passed
CA CPT	Institute of Chartered Accountants of India	Passed
Bachelor of Commerce	University of Mumbai (Narsee Monjee College, Mumbai)	Distinction
Class XII	Maharashtra State Board (Narsee Monjee College, Mumbai)	Distinction
Class X	Maharashtra State Board (St. Xavier's High School, Mumbai)	Distinction

PERSONAL DETAILS

<ul style="list-style-type: none"> Education Qualification: Bachelors in Commerce, Inter – Chartered Accountant, CPA – US Aspirant Languages known: English, Gujarati, Hindi and Marathi. Current Address: Barsha 1, Dubai, UAE
