

## **Mayur Dave**

58, Highfield Road, Collier Row, ROMFORD RM5 3SA

MOB: 079 329 476 24 | Email: [m\\_dave52@yahoo.com](mailto:m_dave52@yahoo.com)

### **PERSONAL PROFILE**

I am hard worker, and am prepared to tackle any task put to me. I am good at problem solving, and I have wide experience and knowledge of accounting concepts and procedures. I am ambitious and innovative, organised and methodical. I can work either under supervision or on my own.

### **EDUCATION**

1982 - 1983 The Association of Certified Accountants Level 1

1979 - 1980 Middlesex University. RSA Principles of Accounts 'O' Level Grade A

1968 - 1972 Bachelor of Commerce By Gujarat University, India III with subjects of

\* English, Business Law, Statistics & Costing, Economics, Business Administration.

\* Advanced Accountancy and Auditing.

1962 - 1968 Durga High School - Secondary School Certificate II class (A-Level Equivalent)

\* English, General Science & Special geography.

\* Elementary Mathematics and Physics & Chemistry

### **TRAINING**

\* Novell Network Installations in East London University

\* NVQ Diploma Information Technology RSA Software Applications i.e. MS Office, MS Word, Excel Spreadsheet, MS Outlook, & Database 3+, etc.

\* In Dec.15 I have Excel Improver course for Pivot tables and Vlookup, etc.

### **ACCOUNTING SKILLS**

\* Maintaining Complete Sales and Purchases ledgers

\* Maintaining Complete Nominal ledgers

\* Cash Book and Bank Reconciliation (Computerised and manual)

\* Reconciliation of Control Accounts, Journals and Petty Cash Book.

\* Producing Weekly, Monthly and Quarterly Management Accounts

\* Budget, Cash flow forecast and Variance Analysis

\* VAT Return, Reconciliation, Month End Procedure, Intra Stat.

\* Producing Weekly and Monthly Payroll (Manual and Computerised), Sub-Contractors pay and CIS Vouchers.

\* Submitting Monthly and Yearly Returns to HMRC.

\* Maintaining daily cash flow/Receipts and Payments

\* Credit control up to litigation stage, Import and Export procedures.

\* Supervising and assisting to Financial Controller

\* Consolidation and statutory accounts, liaison with Auditors

\* Accruals, Prepayments, Debtors, Creditors and Deferred Income Schedules.

### **COMPUTING SKILLS**

\* SAGE Line 200 & 100 Multi-Currency

\* SAGE Line 50 Vs21, SAGE Win Forecasting, Sage Accounts Production, Sage Payroll.

\* SAGE Corporation Tax, Sage Accountant's Suite

\* IRIS Accounting software, HET Access Housing Association Service Charging.

\* IRIS Accounts Production, IRIS Clouds for Taxation.

\* Quickbooks on Clouds- Intuite, Quickbooks desktop Premier Accountant 2017, Pegasus Senior Accounting System, Tas Books.

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- \* VT Transact + Multi Currency, Hexogen Services Charging Application
- \* Ritz Accounting System, Quick Books, MYOB
- \* Key Accounts (Landmark) System for Farms & Properties account.
- \* Strong Box Solicitor's Accounting System Allied Business System,
- \* SAGE Payroll, Pegasus Pay, Centre file-PayPoint, Irish Payroll, Money Soft Payroll.
- \* MS Word, Excel Spread sheet including Pivot Tables & V lookup, MS Outlook.

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### **WORK EXPERIENCE**

#### **Prima Properties Management Ltd – Accountant P/Time - From April 17 to Feb.18**

Using spreadsheets and QuickBooks Desktop (Premier Accountant 2017) to prepare for quarterly management accounts for four group of companies, prepare invoices for tenants for rent and service charges, year-end accounts, preparation of VAT returns and keep a track of sales and purchases as well as debtors and creditors, Bank reconciliations, budget, variance analysis, journals, prepayment, intercompany control accounts, cash flow, etc.

#### **Bolton Property Group-London E2- Bookkeeper/ Accountant - Feb.16 to Sept.16**

I was preparing and updating last 13 years of accounting and bookkeeping Incomplete records for properties, cars and furniture accounts. Updating and reconciling 10 bank accounts, analysing income, cost and expenses up to trial balance and beyond to submit accounts. Computerising accounts on VT Transaction+ up to trial balance and year end accounts for self employed and Ltd companies.

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#### **Assemble Studio- London E15 Temp & P/T Bookkeeper - Aug.15 to Sept15**

Using Quickbooks- Intute accounting system, generating sales invoices, processing payments on line and up to trial balance.

#### **Green Access Plc (Digital Security System Manufacturer) Finance Manager/Bookkeeper- Hatfield. April 2014 to July 2015**

To prepare and maintain Sage 50 VS21 Accounts for three companies. Digital security System manufacturer and supplier to new flats and homes, providing rental entry door security system and rental properties. Generating Sales invoices and update stock control. Coding, Checking and processing supplier's invoices and payments, Bank Reconciliations, maintain Barclay's ledger master for credit finance, VAT Return, journals, Credit Control and up to trial balance. Assisting and train to junior staff, providing quarterly management accounts, prepare year ended accounts and liaise with auditor for final audit and reporting to Managing Directors.

#### **Accountancy Aid for Charities & Commerce (Practice): Romford, Essex Accountant / Bookkeeper - January 2005 to March 2014**

To prepare & maintain client's account for Ltd Companies & Charities, media, recruitments, Market Research, self-employed, software supplier, retailers, film producer and various companies on SAGE Financial Controller VS12, implement accounts system for charities under SORP rules on SAGE Line50 &200 for housing association, maintain SAGE Payroll

Bureau, stock investment companies, Bank Reconciliations, Sales, Purchase and Nominal ledgers, VAT Return reconciliations up to final accounts, Taxation, Sage cash flow

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forecasting and monthly management accounts, Corporation Tax, variance analysis, submitting year-end accounts, quarterly management accounts & Business Plan.

### **BSR Locums Ltd (Doctors/GP Recruiter) - July to December 2004- London E1 Temp & P/T Bookkeeper/Accountant**

To Prepare and maintain Full sets of accounts on SAGE Line 50 for G.P. and Locum's Doctors Recruiting Agency.

### **A.J. Polhill Communications Ltd- Temp Bookkeeper - May to June 2004- E2**

To prepare & maintain Key Accounts (Landmark) farms, assets co. & Properties accounts.

### **London Crystal Cleaning Ltd.- Nov.03 to March 04- NW3**

#### **Temp. Bookkeeper/Accountant (Maternity Cover)**

To prepare and maintain full sets of Sage Line 50 accounts, prepare Sage payroll for 150 staff for Fortnight, weekly and monthly and submit P35, P14 on Line.

### **Clarendon Accountants Ltd (Practice) - July 2003 to Oct. 2003 – Temp. Bookkeeper**

To prepare and maintain client's full sets of accounts for Self-employed, Limited Companies, Housing Association using SAGE Line 50 and Sage Payroll.

### **MLJ Construction Co. & M. Properties Ltd. Jan.2002 to April 2003**

#### **Bookkeeper and accountant- London N1**

3 Using Sage Line 50, Sage Payroll, CSC Vouchers for constructions and rental properties accounts, partial exemption Vat Return, Bank reconciliation, etc.

### **Lewis Building & Estates Companies - Oct.2001 to Jan. 2002 - Temp. Accountant**

Using Sage Line 50, Sage Payroll for construction and Estates accounts.

### **Delbau & Co. (Certified Accountants and Auditors) - Feb. 2001 –May 2001**

**Temp Accountant / Bookkeeper** (Prepare clients accounts and payroll Using sage and Iris)

### **Royal Society Mencap (Charity) June 1977 to Sept 1988 - Accounts Assistant**

I have wide experience and have worked in various industries and commerce, as my CV describes. In my role Accounts Assistant with Mencap, where I worked for 11 years, I was looking after Income and Expenditures accounts, 400 Local Societies Investment Funds, Government Stocks and securities for three subsidiary companies, 12 Mencap Regions and 22 Pathway Employment Projects and Society's statutory accounts and management control.

**HOBBIES AND INTERESTS:** I enjoy reading, many types of sports; football, swimming, biking and running. I also enjoy socialising with my colleagues and taking up new projects to challenge myself.

**Reference available on request.**

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### **About me**

I am good at problem solving, and I have wide experience and knowledge of accounting concepts and procedures. I am ambitious and innovative and methodical. Providing bookkeeping services, Accountants, taxation, payroll and Business consultancy, using spreadsheets and QuickBooks Desktop (Premier Accountant 2017) and QuickBooks Intuit Cloud to prepare for quarterly management accounts for group of property company's year-end accounts, preparation of VAT returns, budget, variance analysis, journals, prepayment, intercompany control accounts, cash flow, etc. To prepare & maintain client's account for Ltd Companies & Charities, media, recruitments, Market Research, self-employed, software supplier, retailers, film producer and various companies on SAGE Financial Controller VS12, Implement accounts system for charities under SORP rules on SAGE Line50 and 200 for housing association, maintain SAGE Payroll Bureau, Money Soft Payroll Manager, Iris Accounts Production & Taxation, Keytime Practice Manager, stock investment companies, Bank Reconciliations, Sales, Purchase and Nominal ledgers, VAT Return reconciliations up to final accounts, Taxation, Sage cash flow forecasting and monthly management accounts, Corporation Tax, variance analysis, submitting year-end accounts, quarterly management accounts & Business Plan. Knowledge of Charity funding and contracting processes. Posting, and reconciling charity funding such as Restricted and Unrestricted income and Expenditures, posting their Investment's income, Treasurer funds and Government Stocks. Strong Computer skills/literacy – Microsoft Excel, Word and Outlook. Using MS Office Word2007, Microsoft Office Excel 2003 and 2007 spread sheet up to Pivot tables, Vlookup, formulas etc. Using Microsoft Office Outlook for Email and managing various Folders and can link reports.

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### **Supporting Statement**

1. Experience in preparing accounts to trial balance, Year-end accounts, payroll, etc. I have implemented Sage Line50- for Children Charity, Housing Association called "AnchorHouse" for homeless people and for Peace One Day Ltd and updated 18 months computerised accounts with departments, year-end and quarterly management accounts. I am an experienced Bookkeeper/Accountant and like challenging, creative and demanding roles for established organization.

2. I have wide experience and have worked various industries and commerce such as: Accountants / Auditor, Computer hardware supplies, Restaurants, Health Club, Pawn Broker/Bureau De Change, charities under SORP rules, properties, housing association, Nursing Homes, Finance & Investment Company, Churches, Retail, Import and Export, Media & Publishing, Tele Communication, Hospital, Solicitors, Construction, Charities, Accountants, Recruitment Companies, etc. Also, I can implement accounting system on SAGE Line100/ 50, Irish, SAGE Payroll, Irish Pay Master and year end accounts, budget, cashflow forecasting, variance analysis, etc. For the last 30 years.

3. Experience of multi departmental budgeting and management accounting and financial responsibility for a budget. Yes, since 1977 I was preparing and helping my Finance Director for Society's Cost Centre Report for various training centres and project's with ten digital codes for management accounts, variance analysis and finding. At present, I have been using

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Sage Professional Win Forecast for various companies, charities under several departments and providing up to three years profit and cash flow forecasting.

**4.** Experience of preparing reconciliations, both bank and ledgers. Yes, since 1977, I am reconciling sales, purchase, nominal, intercompany control accounts as well as Bank reconciliations and any incomplete records. Knowledge and Skills

**5.** Knowledge of Charity funding and contracting processes. Posting, and reconciling charity funding such as Restricted and Unrestricted income and Expenditures, posting their Investment's income, Treasurer funds and Government Stocks.

**6.** Strong Computer skills/literacy – Microsoft Excel, Word and Outlook. Using MS Office Word2007, Microsoft Office Excel 2003 and 2007 spread sheet up to Pivot tables, formulas etc. Using Microsoft Office Outlook for Email and managing various Folders and can link reports.

**7.** A sound knowledge of the Disability Discrimination Act and how this relates to people with Mental Health needs. I have sound knowledge of the Disability Discrimination Act and all the time working with Mentally Handicapped, Old people in Nursing Homes and Homeless People Housing Association and am aware, understand and respect their individual needs and support.