

Dipak Matta

D-1002, Enigma Flats,
Nr. Cambay Grand Hotel,
Thaltej,
Ahmedabad – 380 054



Mobile No. +91 93742 54529
Email ID – heartwiner246@icloud.com

PERSONAL DETAILS

Father's Name : Manoharbhair Matta
Date of Birth : 25th January, 1985
Languages : English, Hindi, Gujarati and Sindhi
Marital Status : Single
Hobbies : Meditation, Teaching, Traveling and Watching TV

EDUCATIONAL QUALIFICATION

M. Com :- Passed with 50.00% in 2012 from “Gujarat University”
Inter C.S. :- Cleared both group of **Executive Programme** in Dec.2009 held by
The Institute of Company Secretaries of India.
B.Com. :- Passed with 58.00% in 2006 from “Gujarat University”
H.S.C. :- Passed with 80.00% in 2002 from “Shri S.V.Virani High School, Rajkot”
affiliated to “Gujarat Board”
S.S.C. :- Passed with 86.00% in 2000 from “Shri Maruti Vidhyalaya, Rajkot”
affiliated to “Gujarat Board”.

I have also completed **Certificate Course in Software Programming** from I.T.I.,
Kubernagar, Ahmedabad in 2005.

COUNTRIES VISITED

LONDON, AMSTERDAM & SINT MAARTIN, CARIBBEAN ISLAND

WORK EXPERIENCE

Currently working with KMK & Associates LLP, Chartered Accountants as Business Development Executive since Oct. 2020 and responsible for the following;

- Lead Generation Activities as a part of Pre-Sales for US Client
- Closely working with marketing and sales teams to identify and assess a prospect
- Research and Cultivate prospects – initiate cold calls, schedule meetings to accelerate sales process
- Acquisition of new clients, converting leads into revenues and retaining market Share
- Developing and driving business strategy, identify new business opportunities
- Conducting web based research and data mining to identify and create a database of prospects for follow up/call back and converting leads into telephonic meeting
- Responsible as a self starter for services like, Invoice Factoring, Dispatch Management, Zero Down Insurance & EFS Fuel Card for Trucking/Freight Co's.
- Verification of documents and collection calls using Sales Force,Factorview, Hubspot Portal
- Handling Inbound Customer Calls for issuing money codes, client details
- Uploading documents from client's PC using any desk and reporting necessary reports on monthly basis

1.) Worked with Bookmywish E-Commerce Pvt. Ltd., Ahmedabad in Finance/Client Servicing Dept. since Nov. 2018 to Sep.2020 and responsible for the following:

Roles and Responsibilities:

- Interacting with client via email, phones & in-person for company's Business
- Arranging meeting with prospective clients
- Reviewing post sales service and resolving customer's issue
- Submission of various MIS Reports to management Monthly & Quarterly
- Assisting for Maintenance of Books of Accounts on Tally ERP 9
- Preparing Monthly GST Working File, Handling Monthly Payment Run
- Quarterly working TDS Returns & Yearly ROC Filling
- Coordination with Consultants for Audit and Legal Matters
- Handling Routine Admin and Banking work

2.) Worked with Joe's Jewelry International, Sint Maartin, Netherlands Antilles as a Sales Associate since November 2016 to Sep.2018.,was responsible for the following,

- Calling to clients across the Globe(Specially USA, Canada, Europe on different ABC occasions)
- Calling to prospective customers for different products they were interested in from Godaddy's CRM

- Providing feedback to merchandisers and Showroom Manager
 - Have worked at TISSOT Boutique of the company.
 - Have dealt with high luxury watch brands like Baume Mercier, Gucci, Hamilton,, Rado, Frederique Constant, Alpina, Ball, Victorinox, Girard-Perregaux, Bulova, Mido and Michele.
 - In Jewelry, I have dealt with brands like Carrera Y Carrera, Ippolita, Parade, Swarovski.
 - Dealt with selling of Generic and Certified Diamonds and daily inventory management
- 3.) Worked with Majesty Jewelers from September 2014 to August 2016 as a Sales Associates, was responsible for the following,
- Was in charge of “PHILIP STEIN” watches and won one of the best sales Person for the brand
 - Selling and taking care of Fendi, Raymond Weil, Bomberg, Shinola, Citizen, and Seiko watches.
 - Selling of Charriol watches and jewelry and Alor jewelry & gold jewelry
 - Taking care of all operational issues including inventory management and selling of Hearts On Fire and Generic Diamonds, Tanzanite, Emeralds and
- 4.) Worked with SYAM VENTURES LLP-(Sister concern of Texpert India Private Limited, Ahmedabad as an Accounts Executive since February, 2013 to November 2013.(Engaged in Sourcing International Market for Textile Industry.)
- Upkeeping whole Accounting Transactions on Tally ERP 9
 - Preparing Debit Notes , Credit Notes and Professional Tax Returns
 - Calculation and payment of Service Tax, TDS and Advance Tax & Returns
 - Payment to Off-Shore Agent in USD & compliance of FEMA, EEFC A/c
 - Follow-Up for the collection of commission from the Suppliers
 - Monthly Submission of MIS to Management & Reconciliation with 26AS
 - Pre-Shipment and Post Shipment Documents for Export & Coordination with CHA
 - Preparing Documents for LC Payment and Import-Export Transactions
 - Coordination with Statutory Auditors and Other Consultants
- 5.) Worked with RapidRadio Solutions Private Ltd., S.G. Highway, Ahmedabad as an Accountant since November, 2011 to February, 2013.(Engaged in providing RFID Technology)

Area of Operation:

- Managing/Up keeping the whole Accounting Transactions on Tally ERP 9

- Arranging for compliance of Import Transactions covering Custom Clearance, Wire Transfer Payment etc.
- Looking for Invoicing, PO generation for Purchase and Sales, Coordinating for VAT, CST, TDS & Service Tax Returns
- Correspondence with the Authorities, Banks, Customers, and Suppliers
- Bank Guarantee, Tender Work, Other Statutory and Legal Work
- Follow –up on Outstanding Payment, Issuing Form 16 & 16A & C Forms

6.) I underwent Management Training with Vodafone India Services Private Limited from 24/06/2010 to 08/10/2011 as a part of my Company Secretary course.

Area of Operation:

- Up keeping of Statutory Registers/Books under the Companies Act, 1956
- Updating Minutes Books of various Companies
- Filing of Forms & Returns under MCA E-Governance matters
- Preparing Management Accounts of Group Companies
- Data submission to RBI under NBFC Act & FEMA Regulations
- Exposure in DOT Registration, TRAI Compliance, Setting up of SEZ and STPI unit of the Company
- Viewing basic documents of Excise/Custom aspects
- Accounting of Group Companies covering TDS & Service Tax Aspects
- Assisted in Income Tax, Service Tax and ROC Notices
- Drafting & vetting of Agreements & Preparing Agenda for Board Meetings
- Due Diligence and Secretarial Compliance

7.) August 2008 to February 2009 in QX Ltd(KPO), Nr. TGB, S.G.Road, Ahmedabad as an Account Officer.

Area of Operation:

- Handled Accounts Payable for Healthcare Locums Plc. (U.K. based Company) -13 Group Companies
- Handling Purchase Ledger, Cash Book and Bank Book of all group companies Healthcare Locums.
- Updating and generating the Bank Statements on daily basis and Reconciliation of Current Bank Accounts.
- Attending calls from Global Suppliers and solving their queries.
- Preparing Monthly Payment Run for suppliers for making payment.
- Using Merit-Pay Roll Software for viewing the work done by Medical Professionals for NHS in UK

The company had sent me to London for the training programme for its New Project for seven weeks.

8.) January 2006 to February 2008 in Arihant Corporate Services affiliated to ASE CAPITAL MARKETS LTD. as a Terminal Operator cum Account Assistant

Area of Operation:

- a. Handling BSE & NSE Segments
- b. Advising clients for their Portfolio Management
- c. Maintaining Clients A/cs on Estro-Net & Trade Net (Accounting S/W)

COMPUTER KNOWLEDGE

- MS Office, Internet and Outlook Express
- Barclays Business Master Online Software
- Tally.ERP 9 & Topaz – Accounting Software (U.K.)
- Knowledge of Insurance Industry, Stock Market & Other Investments Plans
- Basic knowledge of Quickbooks, Clickup