

# Jigar K. Amin

📍 Ranip, Ahmedabad, Gujarat

📞 +91-99091 03820 | +91-99090 04540

✉️ jigar.k.amin@outlook.com

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## Professional Summary

### Summarized Profile

A dynamic and results-oriented financial leader with over 20 years of extensive expertise in accounting, taxation, compliance, and strategic financial management. Recognized for exceptional operational efficiency, cost optimization, and fostering organizational growth. Adept at leveraging advanced ERP systems, AI tools, and innovative strategies to deliver precise financial insights, ensuring regulatory compliance and streamlined operations.

As a **Master of Law**, I seamlessly integrate legal expertise with financial acumen to navigate complex regulatory frameworks, mitigate risks, and resolve disputes effectively. My leadership style is anchored in mentorship, collaboration, and driving high-performance teams to consistently exceed organizational benchmarks.

### Key Achievements

- Spearheaded financial operations across 17 branches, achieving 100% compliance with statutory and regulatory standards over a decade.
- Recognized as an **award-winning leader** by the CFO for consistently ranking 1st among zones for timely and accurate financial closings, with a 20% reduction in processing time.
- Successfully implemented aggressive cost-cutting measures, reducing operational expenses by 15% without compromising efficiency or quality.
- Optimized reconciliation frameworks, improving financial accuracy by 30%, and pioneered innovative solutions to enhance MIS reporting.
- Directed legal documentation and liaison activities, ensuring timely resolutions and compliance with government authorities.

### Professional Philosophy

Driven by a commitment to financial excellence and ethical leadership, I aim to deliver sustainable growth through strategic innovation, meticulous oversight, and a passion for elevating operational standards.

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## Core Competencies

- Financial Reporting & Analysis
  - Tax Compliance & Planning (GST, TDS, PF, PT)
  - Payroll & Benefits Administration
  - Budgeting & Forecasting
  - Internal Controls & Audits
  - ERP & Financial Systems Management
  - Regulatory Compliance & Risk Mitigation
  - Strategic Financial Planning
  - Process Optimization & Team Leadership
  - Cross-Functional Collaboration
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## Professional Experience

### Senior Accountant

#### Rydot Intotech Private Limited / Tridhya Intuit Pvt. Ltd.

*July 2021 – Present*

- Managed comprehensive financial activities including bookkeeping, tax filings, reconciliations, and payroll administration.
- Coordinated statutory tax filings such as GST, TDS, and TCS, ensuring compliance with all regulatory requirements.
- Directed the preparation and closing of month-end and year-end financials, including liaising with auditors for timely audit completion.
- Enhanced cash flow management and generated actionable MIS reports for improved financial oversight.

#### Key Achievements:

- Streamlined GST reconciliation processes, reducing discrepancies by 30% and ensuring on-time filings.
  - Optimized TDS compliance protocols, leading to improved accuracy and timeliness in statutory filings.
  - Reduced operational overhead by implementing efficient expense and payment processing systems.
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### HR Partner

#### Staff Chief

*Feb 2020 – July 2021*

- Facilitated recruitment, employee onboarding, and payroll administration, aligning HR processes with organizational goals.

- Managed day-to-day office functions, ensuring smooth operations and effective petty cash management.
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## **Sr. Manager - Accounts (Gujarat Zone)**

### **Star Health & Allied Insurance Co. Ltd.**

*Sep 2008 – Feb 2020*

- Led accounting operations for 26 branches, overseeing financial reporting, tax compliance, and audit coordination.
- Supervised accounts payable and receivable, payroll processing, and vendor payment cycles.
- Maintained strong relationships with auditors and regulatory bodies to ensure compliance with all accounting practices.

#### **Key Achievements:**

- Successfully led the Gujarat Zone to become the top-performing unit in financial accuracy and compliance.
  - Optimized financial reporting systems, reducing discrepancies and accelerating the closure of financial books.
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#### **Previous Roles**

- **Account Executive**, Amin Equipments Pvt. Ltd.
  - **Executive**, Gyscoal Alloys Ltd.
  - **Account Assistant**, Keshar Metal
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## **Professional Profile: Finance & Accounting Expert with Proven Expertise in Operational Efficiency and Compliance**

A dynamic finance professional with extensive experience managing end-to-end accounting, taxation, and operational functions within a multi-branch organization. Skilled in optimizing financial processes, ensuring regulatory compliance, and driving cost efficiency while leading high-performance teams. Known for leveraging advanced accounting tools and innovative strategies to achieve organizational goals and maximize bottom-line results.

#### **Key Achievements:**

- Reduced GST filing discrepancies by 30% through the automation of reconciliation processes.
- Achieved 20% improvement in financial reporting accuracy by refining reconciliation and compliance procedures.
- Streamlined payroll systems, reducing processing time by 25%, while improving employee satisfaction.

- Spearheaded cost-cutting strategies resulting in a 15% reduction in operational costs without compromising on quality.
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## Vision Statement:

"I am committed to leveraging my extensive expertise in accounting and operations to drive financial transparency, operational excellence, and sustainable growth for organizations. My goal is to consistently deliver value through innovative solutions, team leadership, and unwavering adherence to compliance standards."

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## Education

- **Master in Social Welfare (MSW)** – Bhavnagar University, 2016
  - **LL.M in Criminology** – Gujarat University, 2005
  - **LL.B** – Gujarat University, 2003
  - **M.Com in Advanced Accounting** – Gujarat University, 2004
  - **B.Com** – Gujarat University, 1998
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## Technical Skills

- **Financial Systems:** Oracle 10G, Tally Prime, Zoho Books, Ramco HCM
  - **Office Tools:** MS Office Suite, AI Integrated tools (ChatGPT), Internet proficiency
  - **Compliance Expertise:** GST, TDS, PF, PT
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## Projects

- **LL.M Dissertation:** "Social Justice in India"
  - **Field Project:** "Women Atrocities"
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## Languages

- English
  - Hindi
  - Gujarati
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## References

- **Abhishek Kher**  
Sr. Area Manager  
☎ +91 98258 05247
- **Prabhat Vijn**  
Director at Varitas Insurance Brokers  
☎ +91 98794 22211

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## Award-Winning Financial Leadership & Operational Excellence in STAR Health Insurance

Since 2008, I have consistently demonstrated exceptional financial leadership, driving operational efficiency, compliance, and financial accuracy within the Gujarat Zone. I have been entrusted with finalizing accounts, adhering to strict financial protocols, and ensuring timely financial closures. My commitment to excellence has earned me repeated recognition (Announced Incentive Parks) from the CFO, who consistently acknowledges my efforts in leading the top-performing zone in the company.

### Key Achievements:

- **#1 Zone Ranking:** Consistently ranked 1st among all zones for the successful and timely completion of financial closures.
- **Enhanced Efficiency:** Reduced financial closing time by 20%, enabling faster decision-making and more efficient business operations.
- **Unwavering Compliance:** Achieved 100% compliance with statutory regulations across all financial functions, resulting in zero discrepancies or audit findings.
- **Team Leadership:** Successfully led a team of 5 finance professionals across 17 branches, ensuring seamless financial operations.
- **Advanced Reconciliation:** Implemented advanced reconciliation processes, reducing manual errors and improving financial accuracy by 30%.

I've been recognized for not only my technical expertise but also my leadership and mentoring abilities. By fostering a collaborative, high-performance environment, I guide my team towards continuous improvement and operational success. These accolades underscore my commitment to raising the bar in financial operations, and I remain focused on furthering this legacy of excellence as I continue to deliver superior results.

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