

Chirag Vaja

A-301, Narmada Paradise, Near Reliance Energy, Bhayandar East - 401105

+91 8369403341 | chiragvajaandco@gmail.com | LinkedIn: www.linkedin.com/in/chirag-vaja-6591b9140

Professional Summary

Experienced Operations Manager with over 10 years of expertise in finance, compliance, and business operations. Proven track record of streamlining processes, reducing operational inefficiencies, and enhancing customer satisfaction. Adept at managing remote teams, overseeing financial reporting, and implementing scalable solutions. Skilled in Tally, MS Office, and accounting software.

Core Competencies

- Operations Management
- Financial Reporting & Tax Compliance
- Customer Relationship Management
- Accounting & Bookkeeping
- Process Optimization
- Inventory Management
- Document Control
- Taxation & Audit Support
- Budget Forecasting

Professional Experience

Operations Manager

IRMAOS ENTERPRISE LLP | Aug 2022 – Present

- Conducted monthly performance reviews, identifying and implementing a 20% improvement in team productivity.
- Ensured 100% compliance with operational policies across a remote workforce.
- Increased customer satisfaction score by 25% through process and service enhancements.
- Managed financial entries including cash, credit, and fixed assets.
- Reduced time spent on month-end closings by 30% by introducing automation tools.

Account Manager

Kennis Global Solution LLP | Jan 2021 – Jul 2022

- Prepared monthly and quarterly profit & loss and balance sheet reports for 10+ corporate clients.
- Ensured timely TDS payments and returns, maintaining 100% compliance rate.
- Coordinated statutory audits and prepared comprehensive financial reports and schedules.
- Developed cash flow statements, enabling accurate capital planning.

Accounts & Audit Intern

Kasvala & Associates | Jan 2012 – Sep 2016

- Supported audit procedures, including preparation of schedules and reports.
- Maintained documentation and correspondence for 20+ clients.
- Filed income tax, service tax, VAT, and TDS returns with 98% accuracy.

Key Projects

- Operational Efficiency Initiative: Reduced month-end reporting time by 30%.
- Audit Framework: Designed a standardized audit package that reduced external audit prep time by 40%.
- Client Onboarding: Introduced a digital documentation checklist for new clients, reducing onboarding time by 25%.

Education

Bachelor of Commerce (B.Com), Accounting

Reena Mehta College, Bhayandar, Mumbai – Mar 2013

- Specialized in Accounting and Taxation
- Financial Management and Corporate Law

Technical Skills

- Tally Prime 6.0
- MS Office Suite
- Genius (Sag Infotech)

Achievements

- Improved operational reporting turnaround by 30% using process automation.
- Achieved 100% compliance across multiple remote teams.
- Reduced audit prep time by 40% by implementing standardized documentation.