

CA RISHA DEEP

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CAREER OBJECTIVE

To work in a challenging and dynamic environment where I can supplement my theoretical knowledge with practical experience so as to make meaningful contribution to the organization which can provide wide ranging exposure and sufficient responsibilities to accentuate my knowledge and skills.

PROFESSIONAL QUALIFICATION

Year	Course	Remarks	Percentage
2019 (May)	CA Final (Both Groups)	Distinction in SFM and Cost.	53.25%
2015 (Nov)	CA IPCC (2 nd Group)	Distinction in Advanced Accounting.	51.67%
2014 (Nov)	CA IPCC (1 st Group)	Distinction in Cost & Accounts.	56.25%
2013 (Jun)	CA CPT	Pass	54.00%

ACADEMIC QUALIFICATION

Year	Course	Institution	University/Board	Percentage
2021	M.com (Finance)	J.J. College, Koderma	Vinoba Bhave University	8.25(CGPA)
2016	B.Com (Finance)	Seth Anandaram Jaipuria College, Kolkata	Calcutta University	66.11 %
2013	Class XII	DAV, Jhumri Telaiya	CBSE	93.75 %
2011	Class X	DAV, Jhumri Telaiya	CBSE	8.8 (CGPA)

ARTICLESHIP & WORKING EXPERIENCE

Duration	Organisation Name	Designation	Major Assignments
May-22 to Present	Tata Motors Finance Limited	Manager	Extracting data from SAP to prepare working for GST returns on PAN India Basis. Analysis of new amendments and notification. Preparation of documents for GST audit / scrutiny purpose and coordinating with consultant in different states. Resolve issues related to GST for vendors/customers on PAN India. Provisional working for RCM and reversal of input on timely basis. Meeting deadlines with respect to submission of documents to department. Creation of BRD as per company's requirement and perform UAT for the same. Handling bulky records in excel with patience.

Jun-21 to Apr-22	Anand Rathi Global Finance Ltd	Deputy Manager	<p>GST compliance for all the group companies under brand name of Anand Rathi on pan India basis. Decision making & reconciliation of Input taken/to be taken on fixed assets and all other direct and indirect expenses on group level. Advice on GST compliance for inter-company and inter branch services. Investigated and resolved issues related to GST while releasing payments. Analysis of amendments & notification issued under GST law from time to time. Apportionment of ITC along with reversal as per GST law. Filling of returns under GST on monthly/annually basis. Return Submission-GSTR1, GSTR3B, GSTR9 & GSTR9C. Upload and Submit all return using secure data network. Preparation of various reports & summery for Management Information Systems. Preparation of E-invoice on portal as well as using GSP tool of super tax.</p>
Nov-19 to Apr-21	RRL Accounting Services Pvt Ltd	Indirect tax Consultant	<p>Consultancy to various clients involved in different sectors along with helping the clients in compliance and implementation of GST law and its amendments. Inputs Tax Credit Reconciliation-Match GSTR2B and books to Minimize differences to maximize set of Vender Tax Credit Reconciliation. Identify track and communicate on vender wise input tax disallowances. Actively involved in RERA/WBHIRA registrations and compliance. Representing clients on WBHIRA matter in department. Preparation of CA certificate required for withdrawal of money from separate bank account which is required to be maintained for each project.</p>
Dec-18 to Jan-19	Agarwal Jay & Associates	Senior Associate	<p>Actively involved in GST audit and refund of GST against export as well as under inverted duty structure.</p>
Mar-16 to Mar-18	Sanjay Khanna & Associates	Article	<p>Conducted various audit including Statutory Audit, Internal Audit and Tax Audit.</p>
Mar-15 to Feb-16	Dhanania & Associates (GST-DOST)	Article	<p>Filling of service tax return on half yearly basis along with calculation of service tax and compliance of service tax laws. Filling of TDS return and revising returns.</p>

OTHER WORK EXPOSURE

- Filling up Income Tax Return Forms, Form 3CD, Service Tax & GST Audit, ESI & PF Computation etc.
- Provide assistant to client in compliance with GST Act including preparation & filing of various returns under GST Act .
- Complete Consultancy regarding compliance of WBHIRA /RERA ACT.
- Finalisation of accounts along with preparation of Profit & Loss Account and Balance Sheet.
- Preparation of documents & reply against notice of Service Tax /GST Scrutiny.
- Internal Audit along with preparation of report and discussion with management together with recommendation over the weakness observed during the audit.
- TDS Return Filling & revising returns.
- Preparation of Input Tax credit Reconciliation Sheet.
- Preparation & checking of documents for Service tax /GST Refund against export.
- Conducted various kind of audit including statutory audit, internal audit, tax audit, GST audit, Rera Audit.
- Reconciliation of turnover and input on annual basis along with filling of GSTR-9 & 9C.
- Analysis of notification & circulars issued under various laws.

COMPUTER PROFICIENCY

- Completed ITT and Advanced ITT course as prescribed by ICAI.
- Proficient in Microsoft Office Package (Excel, Word, Power-point etc.).
- Operational ability in Accounting Package Like – Tally 9.0 (ERP), Web-GST, Web-e-tax, Far Vision, SAP, PWC GST tool, Cygnet GST tool etc.
- Working Experience in LAN Environment.

PERSONAL INTERESTS AND SOFT SKILLS

- Attentive Listening and Effective Oral Communication Skills.
- Ability to meet communicated schedules, deadlines and working in team.
- Ability to quickly create and apply ideas and solutions.
- Writing poems at poemocean (<https://www.pemocean.com/poet/ghunghru/poem/>)
- Singing, composing songs & watching Korean series.

NON –ACADEMIC DETAILS

- Trained in Vocal Classical for 5 Years.
- Completed Online Advance Excel Course from www.onlineLearn.org
- Attended Students National Convention, held by EIRC.

PERSONAL INFORMATION

Father's Name : Umesh Kumar
Date of Birth : 05 th September, 1995
Languages Known : English & Hindi
Address : Mica Gali, Jhumri Telaiya, Koderma-825409