

CA. ANKIT GARG

CA with >3 years of experience as an Manager (Finance and Accounts).

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OBJECTIVE

Aspire to be associated with an organization where idea grows, skills are developed and knowledge is nourished. A place where it can be learned to contribute continuously under different challenging scenario while staying target oriented.

QUALIFICATIONS

Examination	Institute/University	Year	Marks
Chartered Accountancy	ICAI, New Delhi	Nov'2011	52.5%
B.COM.	IGNOU, New Delhi	Dec'2011	61.42%
HSC (CBSE)	CBSE, New Delhi	Mar'2007	86.40%
SSC (CBSE)	CBSE, New Delhi	Mar'2005	68.40%
Certificate course on Valuation	ICAI, New Delhi	June'2013	N.A.
DISA	ICAI, New Delhi	Pursuing	N.A.

SKILLS & EXPERIENCE

A. Finance Desk :-

Roles & Responsibilities client wise:

1. Fabfurnish.com

- MIS Preparation.
- Internal Auditing- Checking – Sales, Purchase, Customer Refunds, Inventory.
- Payroll handling.

2. Cuponation.com

- Revenue analysis with various business partners, along with MIS.
- Checking monthly closure done by Cuponation Team

3. All India Management Association

- Internal Auditing- Revenue, Sales, Purchase etc.
- Statutory Compliance Checking- Service Tax, TDS, ROC etc.

B. Donebnone.com - Manager Finance and Accounts**(Period : May'2013 – Sept.'2014)****Roles & Responsibilities :**

- MIS Preparation for Foreign Investor(s), along with quarterly Balance Sheets.
- Balance Sheet Finalization with auditors (Big-4).
- Statutory Compliances (TDS & Vat Calculation, Filing Vat and TDS Return & ROC Filing).
- Checking Bank Reconciliations, Intercompany reconciliations & vendor reconciliations.
- To build process for areas of improvement like customers refunds, sales return etc.
- Co-ordination with various business partners regarding price negotiation.
- Profit analysis on B2B sales for both Gross and NOT margins.
- Direct reporting to CEO.
- To guide team for operational work (i.e. day to day transaction)
- Payroll handling- PF, ESI, Labour Welfare compliance.
- FDI compliances with RBI.

C. Sunil Arora & Associates, Delhi - Asst. Manager Audit**(Period : Sep' 2012 – Feb'2013)****D. DMRN & Associates, Delhi- Paid Assistant****(Period : Dec'2011 – Aug'2012)****E. Shikha Govind & Co., Delhi - Article Assistant****(Period : Oct'2008 – Mar'2011)****Roles & Responsibilities :**

- Work in a group and to lead a team
- Understand relevant accounting practices and financial, legal and regulatory aspects of such organizations
- Undergo extensive training in areas of accountancy

During the articleship & as Asst. Manager Audit, Practical experience gained by me includes :

- Tax Audit & Statutory Audit
- Income Tax & Wealth Tax Returns
- ROC e-Filings
- Service Tax Returns & e-TDS Returns

Major Audit assignments undertaken by me as a key team member includes:

COMPANY	SECTOR/INDUSTRY/NATURE	EXPERIENCE GAINED
Oriental Bank Of Commerce Punjab National Bank	Banking Statutory Audit	<ul style="list-style-type: none"> ▪ Deposits & NPA
Lakshay Food (India) Limited.	Manufacturing Entity	<ul style="list-style-type: none"> ▪ Internal Audit ▪ Process management.
Marti India Pvt. Ltd. A Swiss subsidiary	Construction	<ul style="list-style-type: none"> ▪ Tax Audit & Statutory Audit ▪ Revenue & Expenses.
Glatt India Pharma Engineering Pvt. Limited, A German subsidiary.	Pharma Engineering	<ul style="list-style-type: none"> ▪ Form 3 CEB Filing ▪ Transfer pricing report preparation. ▪ Prowess & Capitaline Software.

COMPUTER PROFICIENCY

- Proficient with the use of accounting packages viz. Tally ERP 9, Busywin, ZenIT, ODIN & Prowess.
- Expertise in MS – Office
- Completed the 250 hours computer training course prescribed by the ICAI

HOBBIES

- Reading Books
- Spending time with family & friends.
- Listening to Music
- Watching Cricket

AWARD AND ACHIEVEMENTS

- Gold Medal for scoring highest marks in commerce stream.
- Scored highest marks in Maths (i.e. 98) in Class 12th.

PERSONAL DETAILS

Date of Birth	28 th February 1989
Linguistic Proficiency	English & Hindi
Passport Number	H9552808

Mobility

- Ready to work anywhere in India and Overseas.