

CA SRISHTY GUPTA

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Address: Katrasgarh, Dhanbad Jharkhand

EDUCATIONAL QUALIFICATION

Degree	University/Board	Year	Percentage	Remarks
CA Final (Group 2)	Institute of Chartered Accountant of India	May'25	61%	Exemption in 2 Papers
CA Final (Group 1)		Nov'24	52.33%	Exemption in 1 Paper
CA Inter (Both)		May'23	62.75%	District Rank -1 & Exemption in 5 Papers
B. Com.	BBMKU	2018-2021	7.73 CGPA	First Division
Class XII	CBSE	2018	91.8%	Third Rank in School & 90+ Marks in 3 subjects
Class X	CBSE	2016	10 CGPA	School Topper

WORK EXPERIENCE

Industrial Trainee at Adani Cement

Jan'24 – Mar'25

(India's 2nd largest Cement Manufacturer and Part of Adani Group)

Financial Reporting & Accounting	<ul style="list-style-type: none"> ○ Reviewed and Performed Variance analysis of monthly books & financials of 3+ Sindri Plant units as per IND AS. and ensured compliance by initiating corrective actions from NFA Preparation to balance write-offs/write-backs impacting P & L by 2.75 crore. ○ Performed Monthly/ Quarterly closing of Books of Accounts with team of 6 People including daily and Monthly GRIR Review, store physical verification, accounting of bank entries, GL to GL Transfer etc. ○ Independently scrutinized the Employee Ledger of ACC Limited Sindri Plant having 200+SFA Employee, performed monthly reconciliation b/w HR's Pays slip record with SAP to ensure proper employee loan recovery. ○ Scrutinized vendor and Customer Ledger and Perform reconciliation to identify discrepancies and taken corrective action by coordinating among various department and accounting team which leads to recovery of old balances, Aged EMD and security deposits. ○ Handled Government Vendor Reconciliation (SAIL-Bokaro, Rourkela, Burnpur, Eastern Coalfield Limited) ○ Assisted in Yearly closing of Books of Accounts and fulfilling necessary year end Requirement of Head office.
Assets Management	<ul style="list-style-type: none"> ○ Managed CWIP capitalization, asset additions, deletions, and write-offs. ○ Reviewed and executed WBS budget allocation, utilization, and inter-WBS balance transfers.
Compliance	<ul style="list-style-type: none"> ○ Proficiently Handled Filing of Return for Annual Survey of Industries (Conducted by Ministry of Statistics and Program Implementation, Government of India) of ACC Limited, Sindri Plant (Adani Cement) ○ Involved in checking whether the controls mentioned in the Risk Control Matrix (RCM) were implemented at plant effectively and whether risks were being properly mitigated. ○ Facilitated the requirement of Statutory auditor for Test of Control & Test of Detail.
GST	<ul style="list-style-type: none"> ○ Performed monthly GSTR-2B Reconciliation with vendor invoices and SAP Data and taking necessary actions by communicating with departments and vendors to ensure proper availment of Input tax credit.
Costing & Other Services	<ul style="list-style-type: none"> ○ Handled determination of landed cost of RM and reviewed consumption of RM & production of cement. ○ Variance Analysis of Cost of Raw Materials and performed inventory review . ○ Analysing Vim exceptions report and handled vendor queries.

Article Assistant at D.N Dokania & Associates, Dhanbad

Dec'22 – Dec'23

Article Assistant at Verma D.K & Co.,Dhanbad

Feb'22 – Dec'22

Statutory Audit	<ul style="list-style-type: none"> ○ Successfully planned and Performed Statutory Audit of Public limited company, Private limited company and Primary agriculture Cooperative Societies run by State Government. ○ Preparation of IAR, reconciliation among cashbook, daybook & receipt and Expenditure A/c, Verification of various ledger, vouchers, Compliance of The Cooperative Societies Act & The Companies Act ,2013.
Internal Audit	<ul style="list-style-type: none"> ○ Led internal audits of PSUs and private companies from planning to reporting, identifying key non-compliances under Companies Act & MSME Act. ○ Initiated recovery of old vendor balances through monthly age-wise reporting and analysis.
Concurrent Audit	<ul style="list-style-type: none"> ○ Independently conducted concurrent audit of a nationalized bank. ○ identifying revenue leakages, statutory non-compliances, and reporting key irregularities.
Tax Audit & ITR Filing	<ul style="list-style-type: none"> ○ Conducted tax audits for various entities including firms, proprietorships, and trusts. ○ Filed 100+ ITRs (ITR-1, ITR -2 & ITR-4) across India as a freelancer using Clear Tax platform.
ROC Filings & other Services	<ul style="list-style-type: none"> ○ Managed MCA filings for private and public companies, including AOC-4, MGT-7/7A, DPT-3, charge-related forms, director KYC, and appointment/resignation compliances. ○ Provided due diligence, handled GSTR-1 & GSTR-3B filings, and delivered end-to-end accounting services.

Extra-Curricular and Certification

Technical Skills	<ul style="list-style-type: none"> ○ Proficient in MS Word, Excel and PowerPoint ○ Working Knowledge of SAP, Power BI, Tally
Recognition	<ul style="list-style-type: none"> ○ Awarded by the CFO of Adani Cement for winning Finance Performance Challenge across all GU in India. ○ Completed the Fundamentals of Digital Marketing course by Google, gaining insights into SEO, SEM, content marketing, and analytics. ○ Awarded by the School Association for securing third position in overall academic performance. Recognized for consistent excellence and dedication in scholastic achievements. ○ Mentored and trained 10+ Junior Articleled Assistants during articleship, enhancing practical and technical skills.