

SAKSHI UPADHYAY

Nallasopara (E), Mumbai

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Career Objective:

Ambitious and self-motivated individual, seeking career advancement in a growing organization and challenging work environment where my academic knowledge and work experience can be put to its best use, thereby enhancing my skills as well as adding value to the organization.

Professional Qualifications:

Course	Year	College / Institution	Marks
CA Inter - Grp II	May 2023	Institute of Chartered Accountants of India	204/400 (51.00%)
CA Inter - Grp I	Nov 2021	Institute of Chartered Accountants of India	211/400 (52.75%)
CA Foundation	Nov 2018	Institute of Chartered Accountants of India	222/400 (55.50%)

Academic Profile:

Course	Year	College / Institution	Marks
T.Y.B.COM	May 2021	Vidyavardhini's Annasaheb Vartak College of Arts, Commerce and Science	465/600 (77.50%)
H.S.C.	Feb 2018	Viva College of Commerce	584/650 (89.85%)
S.S.C.	Mar 2016	Patuck Technical High School	429/500 (85.80%)

Work Experience:

❖ Industrial Trainee at Edelweiss Life Insurance Company Limited (Mumbai): Financial Reporting

Jan 2024 – Present

- Prepared quarterly and annual financial statements and accompanying notes in compliance with IGAAP and IndAS, as part of the finance team's statutory reporting function
- Compiled and analyzed quarterly cash flow statements to monitor liquidity and fund management
- Prepared segment-wise financial statements, enabling performance evaluation across different business units
- Conducted peer industry comparisons and benchmarking analysis to evaluate the company's financial performance relative to competitors and identify areas for improvement
- Prepared detailed financial projections on a monthly basis to support budgeting, forecasting, and strategic planning activities
- Provided financial data in prescribed formats for group-level consolidation and reporting
- Drafting accounting policies and ensuring compliance with internal controls
- Assisted in monthly/quarterly closing, management reporting, and variance analysis
- Reviewed intercompany transactions to ensure accuracy and compliance
- Coordinated with auditors by sharing required documents and explanations
- Performed weekly/monthly MIS reconciliations to ensure data integrity and reporting accuracy

❖ Article Assistant at H K Joshi & Co. (Mumbai)

Jun 2023 – Jan 2024

- Prepared Income tax returns for individuals, corporations and partnership firms
- Participated in audits conducted by external auditors ensuring compliance with all applicable direct tax laws and regulations
- Engaged in filing form 15CA-CB to ensure Income tax related compliance in foreign remittances.
- Assisted in drafting written replies to various notices received under income tax act
- Prepared and maintained accounting records of small and medium-sized enterprises in accordance with applicable financial reporting framework
- Involved in various activities of direct taxes such as computation & filling of ITRs, Tax Audit and preparation of related reports and other documents

❖ **Article Assistant at Chaturvedi & Co. (Mumbai)**

Mar 2022 - Mar 2023

- Conducted quarterly and annual audits for various General Insurance Companies, ensuring compliance with applicable accounting standards and IRDA regulations
- Executed detailed examinations of critical financial components including premium income, claims processing, reinsurance treaties, management expenses, and IT systems, ensuring proper documentation, accuracy, and regulatory compliance
- Examined internal financial controls and IT systems to assess risk and ensure compliance with accounting standards
- Assisted in the preparation of clear and accurate audit reports, ensuring full compliance with regulatory requirements, and providing valuable insights to improve operations and reduce risks

❖ **Internship Trainee at Gaurav Gada & Associates (Mumbai)**

Jan 2021 - Feb 2022

- Handled comprehensive ROC (Registrar of Companies) compliance responsibilities, including company incorporation, filing of statutory forms and returns (such as DIR-3 KYC, INC forms, MGT-7, AOC-4, etc.), facilitating changes in company structure (like change in directors, registered office, capital structure), and executing company closure procedures in adherence to Companies Act, 2013 and MCA regulations
- Performed detailed stock audits for various business entities, which included planning and executing physical verification of inventories and fixed assets, reconciling physical counts with accounting records, identifying discrepancies, and providing actionable insights to improve inventory control and asset management systems
- Prepared and maintained accurate books of accounts and financial records for small and medium-sized enterprises (SMEs), ensuring timely bookkeeping, ledger scrutiny, and trial balance preparation in accordance with applicable financial reporting standards such as Indian GAAP
- Supported the finance function by assisting in the preparation of periodic financial statements, bank reconciliations, and GST/TDS compliance documentation

Computer Proficiency and Software Skills:

- Proficient in MS Excel, Word, PowerPoint & Outlook
- Working knowledge of Tally ERP software

Personal Details:

Date of Birth: 10th Oct 2000

Languages known: English, Hindi & Marathi

Hobbies: Traveling, Reading books, Listening to music and Yoga/Exercise

Strengths: Flexible, Consistent and Like to work in team