

CA YAMINI LALWANI

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B 404, INDRAPRASTHA HOMES, B/H SWATI
GARDENIA, MAKARBA ROAD,
AHMEDABAD, GUJARAT

CAREER SUMMARY

A Chartered Accountant with All India Rank and having 6 years of hands on experience in financial reporting and other facets of accounts, audit and taxation.

EDUCATIONAL QUALIFICATIONS

- + **Chartered Accountant** CA Final (May 2014) 63.5% - **All India 40th Rank**, Inter (May 2011) 66.14% - **3rd in city**
- + **Masters in Commerce** Maharaja Sayajirao University, Baroda (April 2014) 80.56% - **Gold Medal**
- + **Bachelors in Commerce** Maharaja Sayajirao University, Baroda (April 2012) 78.25% - **3rd Rank in University**
- + **Higher Secondary Edu.** Gujarat Board, (April 2009), 84%

WORK EXPERIENCE

1. *Vodafone Idea Shared Services Ltd, Ahmedabad, Gujarat* *Specialist – Financial Operations, Aug 2016 – till date*

+ **Financial Reporting, Management Reporting & Statutory Audit**

- Preparing Ind AS Financial Statements of different legal entities, including consolidated financial statements.
- Preparation and submission of analysis of monthly variances in costs to management.
- Handling end to end audit activity supervise and providing timely resolution of queries and other audit related matters.
- Timely filing/ closure of all compliance requirements as per due dates including but not limited to XBRL, MSME, DPT and CARO (clause on Tax, Fraud, FpA, Legal, CSR etc.)

+ **Other Routine Assignments**

- Preparation of contract synopsis and providing guidance on nature of expenses (opex/capex) under the purview of relevant IND AS to business operations
- Ensure preparation of SoPs, facilitate review and effective implementation, guidance to relevant process users
- Monthly GL Scrutiny and suggestion for correct accounting as per GL definition to Circles/SSC.
- Handling XBRL filling of financial statements by ensuring details completeness and correctness and within time getting form filed through external consultant.
- Preparing equity pickup workings for Joint venture accounting in the consolidated financials.
- Preparing monthly ESOP entries and related ESOP disclosures.
- Designing the templates and coordinating with different Circles/SSC to collect data for preparation of the financial statements.

+ **Special purpose assignments**

- Contribute in system automation and process development projects such as ISD implementation in Corporate, GST blockage projects and others.
- Review of Business blue print documents for S4 Hana Implementation.
- Assisting in certificate, financial statements and other reports preparation activities for different management requirements such as Merger, IPO.
- Working on first time Ind AS adoption accounting policies, Ind AS workings and accounting position papers.

2. Alembic Pharmaceuticals Limited, Vadodara, Gujarat
Senior Executive-Finance & Accounts, Oct 2014- Aug2016

✚ Financial Reporting & Audit

- Finalisation of Standalone and Consolidated Annual Accounts.
- Publishing Quarterly results as per SEBI Guidelines for listed companies.
- Related party, Fixed Asset and Investments Register as statutorily required.
- Handling Statutory, Internal and IFC audits.

✚ Management Reporting

- Annual Budget preparation, Monthly MIS released with analysis of variance to the budgets.
- Monthly Cashflow preparation for management review.
- Prepare finance related details in Board Meetings and other top management meetings.

✚ Other Routine Assignments

- SOP preparation - As a part of Reporting on the Internal Financial Controls extensive analysis of existing financial control/processes done and documented the SOP as per ICAI guidelines.
- *Reviewing the gaps in controls and improving the same as per management risk matrix*
Few Controls and processes improved -invoice booking- excise part-II, ST RCM codes and alteration restriction, Excise Recon control account to have auto reconciliation
- Ledger scrutiny of General Ledger accounts, open item balance confirmation.
- GRN ageing analysis and highlight major observations.
- Ensure adherence to statutory payments - TDS, VAT, Service Tax, Excise & Customs.
- Creating Vendor masters, GL codes, ST codes through IT division as per the requirement.
- Verification of contracts & insurance policies as to ensure their validity and sufficiency.
- Handling Import payment process -obtaining requisite documents as per income tax rules and Form 15CB from Auditors, filing Form 15CA online.
- Preparing monthly Stock and debtor Statements for submission to Banks.

ARTICLESHIP EXPERIENCE (3 years)

K.C. Mehta & Co., Vadodara, Gujarat

Article Assistant, Aug 2011 to Aug 2014

✚ Corporate Taxation:

- Preparation of Income Tax Return, Tax Audit(including listed companies), Submissions for Assessment u/s 143(3) and Filing of Appeals

✚ Statutory Audit:

- Finalization of Accounts and preparing Notes to accounts of Construction, BPO and Manufacturing industries, -Compliance with Accounting Standards requirement, - Verifying Statutory compliance of Excise, Service Tax, Vat and PF, ESIC (Due dates & compliance with Act and the Rules- liability creation till its payment)

✚ Special Assignments:

- Cenvat Audit of a listed company
- Capital Gain calculation for Slump Sale
- Accounting Entries for Merger by Pooling of Interest method
- Foreign Exchange Gain & Loss calculations
- Bank Concurrent Audits and Consolidation Audit at Regional level of one of the largest public sector bank.

COMPUTER PROFICIENCY

SAP (FI/CO), ERP Packages developed in-house, Tally, FoxPro MS Office Suite (Proficient in use of MS Word, Excel, Powerpoint, etc.)

PERSONAL DETAILS

✚ Date of Birth	May 19, 1992
✚ Marital Status	Married
✚ Gender	Female
✚ Languages known	English, Hindi, Gujarati and Rajasthani