



KARISHMA SOTA

SR FINANCE EXECUTIVE

PROFILE

With 7+ years experience as a Finance executive, I review invoices for appropriate documentation prior to payment, provide assistance on MIS reporting to senior associates, prepare and review tax provisions for financial statements, and assist with tax audits and appeals.

CONTACT

- 📞 +91 9405934643
- ✉️ sotakarishma8@gmail.com
- 📍 Pune

EDUCATION

- Pursuing CA
- Bachelor of Commerce

PUNE UNIVERSITY
2012-2015

SKILLS

- Income Tax Return
- Corporate Taxation
- ITR Filing
- TDS Calculation
- TDS Filing
- GST Filing
- GST Return
- Indirect Taxation
- TDS Return
- Tax Audit
- MIS Preparation
- Excel
- GST
- Income Tax
- Tax Returns
- Direct Tax
- Taxation

WORK EXPERIENCE

- **Nihilent Limited** MAR -2023 - PRESENT
Senior Finance Executive
 - Assist in GST Reconciliation and preparation of TDS return other tax payments.
 - Participate in quarterly and annual audits
 - Managed outward remittance processes for clients, including preparation, documentation, and submission of remittance request to banks or financial institutions.
 - Process vendor invoices accurately and timely, ensuring adherence to payment terms and company policies.
 - Generate customer invoices accurately and timely, ensuring compliance with contract terms and billing requirement
 - Prepare journal entries and maintain the integrity of the general ledger to ensure accurate financial reporting.
 - Reconcile GL accounts, including bank accounts, prepaid expenses, accruals, and fixed assets, to verify accuracy and completeness.
 - Assist with month-end and year-end close processes, including financial statement preparation and variance analysis.
 - Assist in the preparation of financial reports, such as income statements, balance sheets, and cash flow statements, to provide insights into the company's financial performance.
 - Support internal and external audits by providing documentation and explanations of GL transactions and account balances.
 - Identify opportunities to streamline AP, AR, and GL processes through automation, standardization, or workflow improvements

SKILLS

- Tally
- Auditing
- Accounting
- ITR

LANGUAGES

- English
- Hindi
- Marathi

PERSONAL DETAILS

- DOB : 28/02/1995
- Gender: Female

WORK EXPERIENCE

Bipin Vora and Associates

DEC 2018 - MAR 2023

Finance and Audit assistant

- **GST Working:**
 - Prepared GST working papers, reconciliations, and filings for clients, ensuring accuracy and compliance with GST regulations and requirement.
 - Reviewed and analyzed client transactions to determine GST applicability, input tax credits, and tax Liabilities.
 - Conducted GST audits and assessments to identify errors, discrepancies, and potential areas of non-compliance and recommended corrective actions.
- **TDS (Tax Deducted at source):**
 - Calculated and deducted TDS as per applicable rates and provisions on various payments made by Clients.
 - Prepared and filed TDS returns and statements accurately and timely to comply with TDS regulations.
 - Reconciled TDS deducted with TDS payable and TDS credit available to ensure accuracy in TDS compliance
- **Other Assignments :**
 - GST Audit under Goods and Services Act 2017
 - Internal Audit of Company
 - Preparing of Form 15CB and 15CA as per DTAA (Double Taxation Avoidance Agreement)
 - Preparing and filling of various Income Tax forms for compliance like Form 10 DA (Sec 80JJAA), Form 10BD (Sec 80G), Form 10IC(MAT) and all other forms.
 - Preparation of Project report, Preparation of Export Certificate and Net worth Certificate.
 - Preparing of Financial Statements of the Companies as per Schedule III of Companies Act,2013
 - Prepared and issued various CA certificates, such as income certificates, expenditure certificates, and compliance certificates, for clients
 - In accounting to perform Trial Balance and Ledger scrutiny and pass various closing/adjustment accounting entries, Cash flow and fund management, and intercompany transaction review. Prepare monthly, quarterly and annual profit and loss and Balance sheet. Routine accounting and finance job and support in tax and statutory accounts
 - Collaborated with clients to address audit findings, provide recommendations for process improvements, and enhance internal controls.
 - Conducted tax planning and advisory services for clients to optimize tax efficiency, minimize tax liabilities, and maximize tax savings.

WORK EXPERIENCE

Bipin Vora and Associates	OCT 2015 - DEC 2018
Finance and Audit assistant	ARTICLESHP
<ul style="list-style-type: none">• Audit and Assurance:<ul style="list-style-type: none">• Conducted statutory audits, including planning, execution, and finalization of audit assignments for various clients.• Prepared audit reports and findings, documenting observations and recommendations for improvement.• Conducted company audits in accordance with auditing standards and regulatory requirements, including planning, fieldwork, and reporting phases.• Taxation:<ul style="list-style-type: none">• Assisted in the preparation and filing of income tax returns, including individual, corporate, and partnership tax returns, ensuring compliance with tax laws and regulations.• Assisted clients with tax compliance matters, such as GST registrations, filings, and assessments, and provided guidance on GST implications for business transactions• Assessment:<ul style="list-style-type: none">• Assisted clients in income tax assessments, responding to assessment notices, and providing necessary documentation and explanations to tax authorities.	

REFERENCE

- Working experience of Accounting Packages like Tally ERP/Tally Prime and Microsoft Navision.
- Proficient with MS-Excel, MS-Word, MS-Power point and Internet.
- Using different Offline utilities for Preparation of forms for filling.
- Pursuing SAP FICO, Financial Analyst and Investment Banking course.

ACHIEVEMENTS

- Secured Rank in Book Keeping and Accountancy Subject in HSC
- Secured Rank in Cost Works and Accounting Subject in B. Com.
- Awarded by College for Ideal Student of the Year in 2015