



# CA. HITESH ARORA

- ❖ Multiple Professional Degree Holder (CA+CMA+CS+B.Com)
- ❖ Accounts, Finance & Tax Professional
- ❖ 13 Years of Strong Experience

## ❖ PROFILE SUMMARY

❖ **Accounts, Finance & Taxation Professional** with **more than 13 years of Experience** in Finance, Accounting, Income Tax, GST, Budgeting, Costing, Audit, Internal Control and Compliances, financial planning & analysis, financial analytics, financial control, and group level reporting. Statutory audit along with Tax audit, Group audit, GST Audit & other types of audits is an edge in my experience. Advance analysis of financial statements.

## ❖ CAREER TIMELINE

- ☛ Working as **Senior Manager – Finance, Accounts and Taxation - Normet India Pvt. Ltd. (Normet Group)** – (Manufacturer of Construction Chemicals and Equipment's specifically used in Mining and Tunneling, Specialist in underground & Tunnelling Construction and Mining process) from August'19 to Present.
- ☛ Worked as **Deputy Manager – F&A - Dorset Industries Pvt. Ltd. – (Associate with Minda Group)** (Manufacturer of Door Hardware & Physical Access Systems) from March'16 to July'19.
- ☛ Worked as **Accounts Executive – S.M Saini & Associates – (Chartered Accountants Firm)** from March'12 to March'16.

### ■ Growth path:

- March'12 to March'16 – Accounts Executive.
- Mar'16 to June'17 – Accounts Officer.
- July'17 to June'18 – Group Leader – F&A.
- July'18 to July'19 – Deputy Manager – F&A.
- August'19 to March'25 –Manager – F&A.
- **April'25 to Present –Senior Manager – F&A.**

## ❖ WORK EXPERIENCE

### ❖ Controlling of Income tax, GST & Statutory Compliance

- Income tax computation including deferred tax.
- Income tax return
- GST returns 1, 2B, 3B, 6, 6A.
- GST & Income tax Notice and Assessments
- Income tax Appeal and Rectifications.

### ❖ Oversee the Monthly Closing, MIS Reports & Group Reporting

- Sales Closing, Accruals and Provisions, Sales Reco. With TB
- Flash reporting to Group on 1<sup>st</sup> Working day.
- Inventory valuation, Provision working & analysis.
- GM, OH & Profitability Review.
- MIS Reports to Management & BL Heads
- GM Reports, Review and Discussion.

### ❖ Budgeting, Financial Planning & Analysis, Forecasting Analysis

### ❖ Financial Statements in line with Applicable Accounting Standard/IGAAP, IFRS & INDAS.

- Company Financial Statements
- GST Registration-wise Financial Statements
- Plant wise Income statements
- Sales Unit wise
- Business lines wise
- Segmental Profitability for FS and TP Audit

## ❖ PERSONAL INFO

- ✉ +91-9811308117
- ✉ hitesh.arora90@yahoo.com
- 🏡 538/28, Jyoti Park, Street no. 8, Sector 7, Gurugram, Haryana, India.

## ❖ QUALIFICATION

- Chartered Accountant, 2015.
- Company Secretary, 2015.
- Cost & Mgmt. Accountant, 2011.
- B. Com., DU, 2012
- 12<sup>th</sup>, CBSE, 2008
- 10<sup>th</sup> HBSE, 2006

## ❖ PROFESSIONAL ACHIEVEMENTS

- Completion of Income tax Assessment cases for 5 years and get refund of Rs. 10 Crores including interest.
- Closure of Rajasthan/UP/MH VAT/GST/Service tax Cases for 4 years and save tax for Rs. 19 Crores.
- Successful Completion of GST Annual Compliance from 2017-18 to 2021-22 for 5 Locations of my Company.
- Timely Filing of Replies to GST/Income tax Notices to mitigate the risk of demand and saves the time for future litigations.
- Completion of EY Statutory and Group Audit without any qualification and well within time.

## ❖ CERTIFICATION

- Building Interactive Dashboards in Google Data Studio, 2022
- General Management and Communication skills, ICAI, 2015.

- Information Technology Training, ICAI, 2013.
- Modular Training in General Management, ICMAI, 2011.
- Information system control & Audit, ICMAI, 2009.

## TRAININGS & WORKSHOPS

- Income tax savings and investment and awareness
- Advance Excel Training on Power Query, Power Pivot, Dashboards etc.
- Road Safety Training
- System Security awareness
- POSH Training
- Sustainability Management
- Microsoft Outlook and Teams

## IT SKILLS

- Microsoft Smart 365
- Hyperion Reporting
- Oracle ERP terms
- Tally ERP 9
- MS Excel, PPT, word etc.

## SOFT SKILLS

- Motivator
- Presence of Mind
- Analytical Skills
- Common Sense
- Presentation Skills
- Target Orientation
- Team Building & Management.
- Time Management
- Focused

### Audit Management

- Statutory Audit – with EY & PWC – 10 years exp.
- Tax Audit
- Limited Review Audit – Group Audit
- Transfer Pricing Audit
- Cost Audit
- Internal Audit
- GST Audit

### Internal Financials Controls & System review

- Risk Control Matrix.
- Compliance with ICFR
- Implementation of Controls
- Review and Revision of Process

### Control of Parts Pricing & COGS Analysis

- Pricing of new products
- COGS Analysis and finding reasons for gaps.

### General Accounting & Support

- Oversee day-to-day accounting activities & supervise team.
- Accounts receivable analysis & Insights to BL heads.
- Accounts Payable analysis and oversee payment process.
- Coordination with Plant Accounts and oversee the issues.