

PROFESSIONAL OBJECTIVE

- Contribute towards achievement of the organizational objectives by exploring the new standards of performance and adding value to the organization.

WORK EXPERIENCE

Having **more than 13 years** of experience in following companies.

- Currently associated with :-
 - **JSW MG Motor India Private Limited**, in head office Gurgaon.
Working as **Senior Manager – Finance & Accounts**, from **February, 2024**.
JSW MG is the **China based MNC** having joint venture with JSW group engaged in the business of manufacturing of four wheeler motor vehicles in India with the brand name “MG”. Turnover of the Company is INR 8,000 crores.

Last associated with:-

- **OSRAM Lighting Private Limited**, in head office Gurgaon.
Worked as **Manager – Finance & Accounts**, from **January, 2020 to February 2024**.
OSRAM is the **German based MNC** engaged in the business of Automotive Lighting in India with the product brand name “OSRAM”. Turnover of the Company was INR 500 crores.
- **Minda Automotive Solutions Limited - Ashok Minda Group**, in head office Noida.
Worked as **Deputy Manager – Finance & Accounts**, from **October, 2016 to December, 2019**.
Ashok Minda Group is a leading manufacturer of Automobile parts and accessories with the product brand name “Spark Minda”. Turnover of the Group was INR 4,000 crores.
- **Intex Technologies India Limited**, in head office Okhla, New Delhi.
Worked as **Assistant Manager – Finance & Accounts**, from **September, 2014 to September, 2016**.
Intex Technologies India Limited was the Indian Mobile manufacturing company with the product brand name “Intex”. Turnover of the Company was INR 6,000 crores.
- Worked **5.5 years** with **CA Firms**, (Deependra Anil & Associates, Kumar Chopra & Associates and Bansal Mukesh & Co.)
 - 2.0 years (2012-2014) as Paid Assistant/Staff
 - 3.5 years (2008-2012) as Article Assistant/Trainee
- **Core Competencies:**
 - *Finance Controller, i.e. controlling or taking care of overall Finance & Accounts, Treasury/Banking, Income Tax, GST and Internal Controls along with team handling*
 - *Finalization of Monthly Books of Accounts and Preparation of Monthly MIS Reports along with Variance Analysis with respective Budgets/Forecast presented to the Management*
 - *Preparation and Finalization of Financial Statements as per Ind AS/IGAAP along with all the Schedules & Notes to Accounts*
 - *Preparation and Finalization of all Budgetary & Forecast Reports, all other Financial Planning & Analysis related reports.*
 - *Taking care of all Audit related work (Statutory Audits, ARD/LR, IFCs, Internal Audits) i.e. from coordination & preparation of all the required data to signing of the Financials & Reports.*
 - *All Income Tax Compliance related works;*
Transfer Pricing, Tax Audit, Income Tax Returns, Computation of Income, SFT Return (Form 61A), TDS/TCS Returns, Advance Tax, Income Tax & Transfer Pricing Scrutiny Cases, etc.

FINANCE & ACCOUNTS RELATED:

- All activities related to monthly Books closure and freezing of monthly Trail Balance.
- Preparation of monthly MIS reports along with variance analysis with their respective Budgets & Forecast and presented to the Management
- Preparation and finalization of Annual Budgets and Forecasts reports
- Finalization of Annual Books of Accounts and Preparation of Financial Statements as per Ind AS/IGAAP i.e. Balance sheet, Profit & Loss Account, Cash Flow, SOCE, All schedules and Notes to Accounts, etc.
- Preparation of quarterly Limited Review Report (ARD/LR), for quarter ending interim audits
- All other Financial Planning & Analysis related reports
- Handling All Statutory Audit/Limited Review Responsibilities, i.e. from co-ordination with the Auditors (KPMG/EY/Deloitte), preparation of all the required data to finalization & signing of the Financials.
- Handling All Internal Audit Responsibilities, i.e. from co-ordination, preparation of the required data to finalization of Internal Audit & Internal Audit Report.
- Taking care of all Internal Controls related to Finance, Policies preparation & Implementation, Preparation of all the required data for IFC (Internal Financial Control) i.e. preparation of RCMs, Testing of all the controls related to all business modules on regularly.
- Taking care of All Banking & Treasury related activities, i.e Daily banking activities, weekly Cash flows & Planning, Preparation of CMA data & Projections as & when required
- Maintenance of fixed asset registers (FAR) and FA Controlling
- Regular Scrutiny of all the GLs/Ledgers.
- Physical verification of stock, review of stock movement reports
- Review and Monitoring of all Accounts payable, GRIR, Clearing GLs, and their Ageing regularly.
- Ensuring all the compliances of MSMEs, i.e. timely payment to the MSME vendors, MSME Returns, etc.
- Review and Monitoring of all Accounts Receivables, Schemes & Sales Discounts, their Ageing regularly
- Accounting Entries related to monthly provisions, sales reversals, capex, depreciation, etc.
- Review of all the Vouchers (Expenses, Purchases, Capex, Payments) entered in the Books

INCOME TAX (DIRECT TAX) RELATED:

- Handling all the work related to Transfer Pricing Compliance, i.e. preparation of all the data required for filing of Form 3CEB (PWC), TP Documentation, TP Report, TP Master Data, etc.
- Handling all the work related to Tax Audit, preparation of Form 3CD & all annexures, co-ordination with the Tax Auditors (EY) and finalization and filing of Tax Audit Report.
- Preparation of Computation of Income of the Company and Filing of Income Tax Return (ITR)
- Filing of SFT Returns (Form 61A)
- Computation of Advance Tax & deposit of the same
- All TDS/TCS related work, i.e. TDS/TCS deduction, TDS/TCS Deposits & filing of quarterly TDS/TCS Returns
- Handling Income Tax Scrutiny Cases, i.e. reply of notices, preparation & submission of all the required documents asked in the questionnaires/notice of Income tax and Transfer pricing scrutiny cases.
- Analysis of the Annual Budget/Finance Bill and implementation of the amendments made/newly introduced provisions, if applicable
- Taking care of all other matters related to Income tax & Transfer pricing.

GST (GOODS AND SERVICE TAX) RELATED:

- Handling all the operational and compliance related matters of GST
- Review of GST payable & Input Tax workings at the time of filing of GST returns
- Review of all the GST returns at the time of filing
- Taking care of all the newly introduced section/compliance for implementation of the same

COMPANIES ACT RELATED:

- Preparation of all workings related to compliance of CSR (Corporate social responsibility)
- Preparation of all workings related to Managerial remuneration and Director's commission
- Filing of Annual Return/XBRL, MSME Returns, FLA Form, DPT- 3, others/etc.

EXCISE/SERVICE TAX RELATED:

- Have done all type of work under Excise & Service Tax before it replaced by GST

PROFESSIONAL QUALIFICATIONS

S.No	Course	Board	Session/Year	Marks	Achievement
1.	CA - Final	ICAI	May, 2014	51.50%	First group Cleared in First Attempt
2.	CA - PCC	ICAI	Nov., 2009	51.83%	Both group Cleared in First Attempt (74% marks in Accounts)
3.	CA - CPT	ICAI	Feb., 2008	63.00%	Cleared in First Attempt with First Division

ACADEMIC QUALIFICATIONS

S.No	Course	Board/University	Year	Marks	Achievement
1.	B.Com	I.G.N.O.U	2012	60.00%	Cleared with First Division (Above 80% marks in Costing , Income Tax, & Management Theory)
2.	12 th	H.S.E.B	2007	59.30%	87% marks in Accounts
3.	10 th	S.L.C. Board	2005	51.63%	-

IT & SOFTWARES CREDENTIALS/PROFICIENCY

- Currently working on **SAP (HANA)**
- Worked on **BAAN LN 10.4 (Infor)**, **Hyperion (for Consolidation)**, **Tally**, **Busy**, **Vision**, etc.
- Well versed with **Microsoft Office**, **Internet**, etc.

AWARD AND RECOGNITION

- Awarded as **Star/Best Performer employee** of Intex Technologies India Limited for the period FY 2015-16.

MANAGEMENT TRAINING

- Completed 15 days **General Management & Communication Skills Course**, Under ICAI curriculum.

PERSONAL DETAILS

Date of Birth : 24th August, 1989
 Father's Name : Mr. Jaylal Gupta
 Marital Status : Married
 Languages Read, Write, & Speak : English and Hindi
 Hobbies : Like to play cricket and watch movies in spare times
 Residential Address : S-80, School block, Shakarpur, New Delhi -110092.

Date:**Place:**

CA. Rajan Gupta