



CA Yogesh Sharma

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SUMMARY

- Qualified Chartered Accountant with over 11 Years of experience in finalization of accounts and preparation of Profit & Loss Account and Balance Sheet as per Schedule III of Companies Act.
- Adept at handling day to day accounting activities in coordination with concerned departments.
- Leveraged skills in generation of periodical MIS, project wise as well as compiled profit & loss accounts and Balance Sheets.
- Possess strong business acumen in handling finance and other banking related tasks.

CORE COMPETENCIES

- SAP FI Module
- Monthly MIS including periodical closing of Books.
- Finalization of accounts.
- Direct Tax Laws
- Employee Taxation.

WORK EXPERIANCE

Since August, 2019: Hitachi Astemo Rajasthan Brake Systems (P) Ltd, (Neemrana) as Sr. Manager Accounts

Hitachi Astemo Rajasthan Brake Systems (P) Ltd. Formerly known as Nissin Brake India Private Limited, now A Hitachi Astemo Group Company, and manufacturer of automotive braking system, components and other related accessories.

Overview:

- Managing books of accounts in SAP (HANA) FI module.
- Monthly closing of books of account in SAP FI module.
- Preparation and submission of Monthly MIS at Global Hitachi Portals (including Profit and Loss and Balance sheet)
- Preparation of Final Accounts as per I-GAAP.
- Liaison with Internal, Statutory and Group Auditors.
- Compliance of Direct Tax Laws including TDS, Employee Taxation.
- Compilation of Data relating to Tax Audit and Transfer Price Audit.
- Capex Management

Highlights

- Successfully implemented SAP (HANA) as Project Manager (FI Module) (Dec'20~Oct'20)
- Successfully transition of old Financial reports format to New Financial formats after Management integration.
- Lead time for preparation of periodical MIS reduced from 8 Working Days to 5 Working Days.

November 2015 to August 2019: ASTI Electronics India (P) Ltd, IMT Manesar (Gurgaon) As Deputy Manager Accounts

ASTI Electronics India (P) Ltd. An overseas subsidiary of ASTI Corporation Japan, manufacturer of Automotive wire harness and control equipment, Printed Circuit Board for Automobiles and home Appliances, Controllers for Robotics and Related components.

Highlights:

- Handling entire gamut of accounting, scrutinize of accounts and preparation of final accounts as per schedule III to Companies Act 2013.
- Preparation of Monthly and Quarterly Profit & Loss Account with Balance Sheet.
- Ensuring compliance of Direct Taxes and other regulatory guidelines, filling of Income tax return
- Completion of Income Tax Audit, Transfer Pricing Audit and making annexure thereof.
- Compilation of documentation/ information for Income tax/ TP assessments.
- Employee taxation including filing TDS return

September 2010 to October 2015 : Modern Prefab Systems (P) Ltd, IMT Manesar (Gurgaon) As Asst. Manager- Accounts

Modern Prefab Systems Pvt. Ltd. An ISO:9001:2000 certified Company, is a leading name in Prefabricated Modular Re-locatable Shelters. Company offers a wide range of Building Product and Turnkey solutions, ranging from Modular Re-locatable Prefab Shelters, Pre-Engineered Building, PPGI Roofing and Wall Cladding Systems.

Overview:

- Sept'10 to March'11 Verification of Expenses and Vouchers, Project-wise MIS
- April'11 to March'12 Preparation of Final Accounts, Overseas Payments, Employee Taxation
- April'12 to March'13 Compliances of Direct tax laws and other regulatory guidelines
- April'13 to Oct.'15 Preparation of CMA and other financial for Bank Credit Appraisals, Departments Comparing Budgets with Actual and analyzing variations

Highlights:

- Handling entire gamut of accounting, scrutinize of accounts and preparation of final accounts as per schedule VI of Companies Act.
- Preparation of Monthly and Quarterly MIS (Project wise as well as compiled).
- Ensuring compliance of Direct Taxes and other regulatory guidelines, filling of Income tax, wealth Tax returns, and documentation for Income tax assessments.
- Employee taxation including filing TDS return
- Managing and monitoring Bank Guarantees, Letter of Credits and margins thereof lying with the banks.
- Preparation of monthly stock statements, QPRs for Bankers for Credit Limit.
- Managing ROC Activities, preparing of Minute books of Board Meetings and Maintaining Statutory registers and Fixed Assets Register as per Companies Act.
- Making overseas payments for Material and other than material import. Ensuring proper filling of requisite forms and enclosing all relevant documents.
- Preparation of CMA data and other financial reports for yearly credit appraisal and credit ratings.

June'07 to Sep'10: M/s ARORA GUPTA & GOEL, Chartered Accountants, New Delhi as Article Assistant.

Highlights:

- Conducted periodical Stock Audits of clients
- Performed Statutory Audit, Internal Audits of Client organizations ensuring financial, legal and regulatory compliance.
- Performed Tax Audit and Drafting Tax Audit Report ensuring compliance of Income Tax Act.
- Drafting Audit Reports ensuring compliance of CARO and Corporate Act
- Book Writing & Finalization of Accounts of Individuals, Firms.
- Filling of Income tax Returns, Annual Return of Clients.

MAJOR CLIENT SERVED:

- **AUTOFIT Private Limited, New Delhi** (an ancillary company of Hero Motocorps Limited) engaged in wheel assembling and seat manufacturing of all model of HML.
- **Sutron Corporation, New Delhi** (Branch of Sutron Corporation, USA) engaged in Manufacturing Hydrologic, Meteorological & Oceanic Real-Time Data Collection, Warning, & Control Products,
- **VIMHANS Hospital, New Delhi** a multi-specialty institute providing comprehensive facilities to patients from across the world. Disciplines available include Mental Health, Neurosciences, Orthopedics and Spine, Rehabilitation Medicine and Child Development.

EDUCATION

- **Chartered Accountancy** – The ICAI, New Delhi in November 2012
- **Company Secretary (Pursuing Professional Stage)**- The ICSI, New Delhi
- **B.Com** – Maharishi Dayanand University, Rohtak, Haryana Passed with 60 %, 2003-2006

COURSE/ WORKSHOP

- Certificate Course on GST – **ICAI, New Delhi**
- 250 HRS COMPUTER TRAINING COURSE – **ICAI, New Delhi**
- COMPUTER TRAINING COURSE **from NIIT conducted by ICSI, New Delhi**
- General Management & Communication Skills Course – **ICAI, New Delhi.**
- Computer training from Bhartiya Vidya Bhawan, New Delhi

PERSONAL DETAILS

Date of Birth : 14th November 1985

Address : Ward No. 3, Near Brahma Kumari Ashram, Todapur-Haily
Mandi, Distt-Gurgaon (Haryana) 122504

Passport No : U8953927

Date:
Place:

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YOGESH SHARMA