

CA. KAVITA SINGH

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Location: India

SUMMARY

Senior Finance & Accounting Professional with 12+ years of experience in financial planning, budgeting, tax compliance, internal audits, ERP implementation, and corporate reporting. Strong expertise in cost control, MIS reporting, statutory compliance, and team leadership.

EXPERIENCE**Senior Accountant – Global Finance Corp (2014 – Present)**

- Led monthly and annual financial closing, budgeting, and forecasting.
- Prepared MIS reports, cash flow statements, and management dashboards.
- Ensured statutory compliance: GST, TDS, PF/ESI, Income Tax filings.
- Coordinated internal/external audits and implemented process improvements.
- Supervised accounting staff and reviewed financial statements before submission.

ACHIEVEMENTS

- Reduced operational cost by 12% through financial restructuring.
- Successfully automated reconciliation processes using ERP.

EDUCATION

Chartered Accountant – ICAI

M.Com – Finance

SKILLS

Financial Planning, Budgeting, Tax Compliance, ERP Systems, Audit Support, MIS Reporting, Cost Control, Leadership

DECLARATION

I certify that all the information provided is accurate and complete.