

CA. NIKITA JHABAK

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OBJECTIVE

PROFESSIONAL DIGEST

- Completed Chartered Accountant Course in May, 2013.
- Knowledge of with Financial planning& analysis, Corporate Laws, Direct & Indirect Tax and Robotics.
- Rich experience in statutory audit in various industries like construction, marketing, retail etc.
- Proficient in Business software viz. Tally, Zoho books, TM1, Microstrategy, PSGl and complete MS-Office package.

CAREER SCAN

Designation: Freelancer

Experience: October 2017- Present

Prime Responsibility:

- Assisting Anchorage Advisors LLP in SME IPO for an agriculture company based in Bangalore.
- Have prepared Pitch decks for start-ups and project reports.
- Have incorporated companies and registration of trademark.
- Hands on experience in GST Act.
- Handling business development strategies for different firms.
- Also associated and active participant in Solar Industry (Renewable Power Sector).

Macquarie Global Services Private Limited

Designation: Executive

Experience: January 2015 to September 2017

Prime Accountabilities:

Financial Reporting and Analysis:

- To analyze the financial performance of the business unit, reconciliation of revenue & expenses and guidance numbers and provide analytical reports.
- To prepare the flash forecasts and conduct financial planning of the unit by collaborating with business.
- Implementation of new systems and process enhancements that are needed for better control and automation. For eg : Robotics
- Performing actual variance analysis and handling audit queries of auditors.
- Preparation of Global and Regional report for the business using TM1.

General accounting and Finance Control:

- Cost allocation to business from service area finance.
- Preparing monthly Balance Sheet reconciliation for businesses and Intercompany balances.
- Calculation of interest of loan notes for Leasing business.
- Analysis of the cost base for the business units.
- Preparing monthly trackers of recoveries allocated to business.
- Monthly review of Profit and Loss account.
- Allocating GST to various business groups from service area finance.

The Leela Ambience Gurgaon, Five Star Category Hotel

Designation: Finance Executive
Experience: February 2014 to January 2015

Prime Accountabilities:

Taxation:

- Preparation and filing of monthly, quarterly and annual TDS, Service Tax, VAT and calculations and deposit of the same.
- Handling TDS demands and preparation of appropriate replies for the statutory queries and intimations.
- Computing the quantum and utilization of Cenvat Credit.
- Analysis and implementation of processes for complying with Central Excise statutory regulations.

Financial Statements and Reporting:

- Preparation of monthly as well as annual financial statements.
- 10 days and 20 days projection reports of estimated revenue and expenditure.
- Preparing Flash reports, Reforecast report and other MIS reports for the management.
- Periodical updation and physical verification of Fixed Asset Register.
- Performing budget/actual variance analysis.
- Supporting internal audit & statutory audit team

Ajay Bhansali& Associates, Guwahati, Assam

Designation: Articled Assistant
Experience: 3 years 6 months

Roles and responsibilities:

- Project financing: Preparing of feasibility reports for project financing for warehousing.
- Taxation: Preparing and filing Income Tax Returns and Wealth Tax Returns.
- Company Matters: Filing of returns of companies and secretarial practices.
- Preparation and analysis of the financial statements of clients.
- Statutory Audits: Conducting audits of companies and firms.
- Client liaison and coordination.

ACADEMIA

PROFESSIONAL QUALIFICATION

EXAMINATION	INSTITUTION	YEAR OF PASSING	MARKS (%)
CA-Final	ICAI	May-2013	51.63%
PCC	ICAI	2010	55.00%
CPT	ICAI	2008	61.00%

ACADEMIC QUALIFICATION

EXAMINATION	BOARD/UNIVERSITY	YEAR OF PASSING	MARKS (%)
M.Com (F&T)	IGNOU	2013	55.00%
B. Com	Gauhati Commerce College, Assam.	2011	72.93%
Senior Secondary	ASHEC	2008	86.00%

ACCOLADES

- Secured **1st rank** in the entire Board in Senior Secondary Exams [Class 12th].
- Received **Gold Medal** for excellent performance at state level in Commerce Stream in 12th Standard.

- Secured **10th rank** in the entire University in Graduation Exams [B.Com].
- Received **Scholarship** in 10th, 12th and College level.
- Received **Governors' Award** and **Red Cross Award** for Social Work.
- Achieved various awards in quiz competition at school level and **twice** secured 2nd position in Quiz competition conducted by EIRC (ICAI).
- Participated in several debate and extempore speeches organized at Intra School and zonal levels.
- Received spot awards in Macquarie.
- Done sponsored course by Leela from American Hospitality Academy.

PERSONAL DOSSIER

Date of Birth: 3rd January, 1990

Languages Known: English, Hindi and Assamese.

Current Location: Gurgaon