

PREETI CHANDAK

A-1006 Golden Petals, Dudhane Nagar, Karvenagar, Pune – 411052, Maharashtra

Contact No.: +91 7588689321

Email: capreetichandak@gmail.com

Seeking challenging and growth-oriented career in an organization that offers opportunities to learn & grow

- A qualified Chartered Accountant and professional with **11+ years** of experience in **Finance, Accounting and various compliances**.
- Working in **Innoplexus Consulting as VP of Finance heading Finance function, determining financial objectives**.
- **Determining financial objectives, designing and implementing systems, policies and procedures**.
- **Collaborated with the senior management team in executing and improving strategies and processes, accomplishing corporate goals and profitability of the company**.
- **Have sound experience in financial procedures and building internal financial controls for profit monitoring and working capital & asset management**.
- **Travelled onsite to the client for Business meetings and executed a project with them**.
- Proficient in grasping new technologies and utilizing them in an effective manner.
- Have Good experience of **interacting** with **Client** and taking their **Requirements**.
- Good Communication and Inter personal skills combined with willingness to learn

ORGANISATIONAL SCAN

From Apr `16 to Till Date: Innoplexus Consulting as VP - Finance

Company Profile: The expert in AI technology for drug discovery and development. INNOPLEXUS is helping organisations move to continuous decision-making by generating broader, deeper and faster insights from structured and unstructured private and public data leveraging cutting-edge, patent-pending Artificial Intelligence, Blockchain, and advanced analytics technologies.

From Oct `15 to Mar `16: BDO India Pvt Ltd as Manager - Finance

Company Profile: BDO India LLP is the India member firm of BDO International. BDO India offers strategic, operational, accounting, tax & regulatory advisory and assistance for both domestic and international organisations across a range of industries. We are led by more than 150 Partners & Directors with a team of over 3000 professionals operating across 10 cities – Ahmedabad, Bengaluru, Chennai, Hyderabad, Goa, Kochi, Kolkata, Mumbai, New Delhi-Gurugram and Pune.

From Dec `12 to Sep `15: Bourke Group Pty Ltd as Manager - Finance

Company Profile: Head quartered in Australia, Bourke Group started as a small regional firm in 1993 in Cobram, Victoria - a major centre in Australia's food bowl. Over the years, we have grown and evolved and have been fortunate enough to have helped many of our clients build, scale and exit highly profitable and valuable businesses, whilst managing the personal and family implications of major events at the same time.

From May `08 to Oct `12 : Ratan Rathi & Co as Audit Officer

Company Profile: It is a CA firm with vast experience of more than 25 years in Taxation, Auditing.

Key Responsibilities Handled:

1.	Innoplexus Consulting	
Client	Internal	
Role	VP - Finance	
Duration	(04/2016) – till date	
Team Size	8	Module : 2

Details:

- Managing the Finance operation in **ICS** in accordance with the local laws as well as Innoplexus group standards
- Responsible for proper and timely reporting for all finance related matters
- Organizing the monthly, quarterly and yearly closing of the accounts
- Organizing the yearly audit as per Indian standards as well as per group standards (**IFRS**)
- Interface between **ICS** and the **auditors**
- Make sure that all accounting and finance procedures are according to best industry practice
- Further develop and improve internal accounting and control processes
- Organize the local planning and forecasting process in accordance with the group standards
- Liquidity planning
- Develop and improve the expense approval procedures
- Develop and improve the procedures for **CAPEX**
- Implement local Controlling tools and reporting to the local MD
- Further develop and improve the local planning procedures
- Supporting the local MD in commercial and legal matters
- Responsibility for compliance with all legal and group guidelines and requirements
- Further develop and improve local guidelines for accounting and compliance
- Ad hoc reporting to the local MD and the CFO
- Special projects for the group CFO

2.	BDO India Pvt Ltd	
Client	External	
Role	Senior Manager - Finance	
Duration	(10/2015) – (03/16)	
Team Size	10	Module : 3

Details:

- Supervision and Review of overall work for **overseas as well as Indian companies**
- Statutory (**Income Tax, TDS, Service Tax, Profession Tax** etc.) Compliances
- Actuals & Budgets verification
- Cash Flows & Fund flows
- Preparation & Analysis of Accounting Data
- Accounts Finalization
- Liaison with Other Departments, Auditors and Clients
- Preparation of Financial Statements, Reconciliations, Fixed Assets Register etc.
- Managing a team of 5-7 people

- Interaction and co-ordination with clients
- Dealing with Auditors

3.	Bourke Group Pvt Ltd.	
Client	External	
Role	Manager - Finance	
Duration	(12/2012) – (09/2015)	
Team Size	5	Module : 1

Details:

- Responsible for Handling workflow & achieving targets. Also responsible to review work by team members. Handling team of around 10 people.
- Interaction with clients for analysing their needs & prepare a protocol accordingly.
- Handling Indian Accounting, Taxation & MIS work.
- Also Handled Australian Accounting & Taxation work.

4.	Ratan Rathi & Co.	
Client	External	
Role	Audit Officer	
Duration	(05/2008) – (10/2012)	
Team Size	12	

Major Domain: Internal Audits

- Maharashtra State Electricity Distribution Company Ltd (**MSEDCL**): Internal Audit of revenue from billing, analysis of outstanding, age wise analysis etc. of various subdivisions & divisions of entire circle
- **MGNREGS**: Internal control & analysis of procedures laid down. Finding loopholes in procedure. Help in implementing EFMS system.
- Risk Based Internal Audits of many Nationalized Banks like Bank of Baroda, Dena Bank. IDBI Bank, Central Bank of India, State Bank, Bank of India etc.
- **Bharat Sanchar Nigam Ltd (BSNL)**: Internal control system review, procurement and expenses vouching.
- **Sarva Shiksha Abhiya (SSA)**: Internal audit of one division comprising of 5 districts. analysis of pass on of benefit to the end users at block level.

Other Work:

- **Conversion of single entry into double entry accounting work** for govt. organization like Municipal Councils and Sarva Shiksha Abhiyan (SSA). Also got an appreciation award from commissioner for timely & successfully completion of task of single entry in to double entry for municipal council.
- Stock Audit & other certification work of **Hindustan Unilever Ltd**
- Assistance in Feasibility study, Project report preparation, Project Finance.
- **Tax Audit** of various companies, partnership firms and propriety
- **VAT** audits of firms & Individuals
- Filed appropriate monthly returns with Excise, Sales-tax Quarterly online return for T.D.S. on Form 26Q, Form 27Q, Form 26 and Form 27 & Service Tax in appropriate forms.
- Appeared before Sales tax and income tax authorities.
- Got multi-tasking ability and handled two to three Audits at a time and delivered the best.

EDUCATIONAL CREDENTIALS

2011	Chartered Accountancy Final Exam	
2009	B.Com from Amravati University	First Division
2006	HSC (XII) from Amravati Board.	Secured 86.60%
2004	SSC(X) from Amravati Board.	Secured 89.58%

AWARDS AND ACHIEVEMENTS

- Perusing DISA (Diploma In System Audit), Certified course of Institute Of Chartered Accountants Of India.
- Was a successful Co-Ordinator of IFRS Certificate course by Institute of Chartered Accountants Of India at Pune.
- Completed Compulsory Computer Course of Institute of Chartered Accountants of India (ICAI) and is **very proficient with MS Office, Tally and the Internet.**
- Elementary knowledge of working in **SAP environment.**
- Stood **All India First** in Tally exam.
- Conducting Coaching for Finance & Accounting for last 7 Years.

PERSONAL DOSSIER

Father's name	: Mr. Ratan Rathi
Date of Birth	: 27 th Feb 1987.
E Mail	: capreetichandak@gmail.com
SEX	: Female
Passport	: Available
Relocate	: Yes (Ready)

Pune

Preeti Chandak