

RESUME

CA SHIKHA RANDAR

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Personal Summary:

A dynamic professional seeking a challenging position in an esteemed organisation in order to apply the knowledge I have acquired in my academic and professional career to fulfil the responsibilities assigned and work with positive attitude and efficiency. Also develop my experience and skills as well as learn new ones, that would empower me to work more efficiently further in my career.

Key Highlights:

- Overall experience of more than 4 years in accounts, finance, banking and MIS operations of a prestigious bulk commodity trading company in Singapore.
- Comprehensive experience of 2 years in India in providing services in relation to individual taxation and assessments of expat individuals.
- Thorough understanding of SAP software in the area of finance and MIS operations.
- Experience of handling various projects in relation to statutory, internal, tax and VAT audits and assignments in relation to project financing.
- Equipped with effective communication and drafting skills for efficient delivery of work product.
- Excellent ability to learn new work, a good team player and the ability to handle the challenging assignments with zeal and enthusiasm.

Professional Work Experience:

Organisation: Swiss Singapore Overseas Enterprises Pte Ltd

Position: Finance Associate

Period: May 2018 to September 2022

Facets of work performed:

1. Assignments in relation to Management Information System Reporting:

- Preparation and Analysis of Monthly Budget Report (MBR), Executive Summary, CMIS reports and such other Chairman Reports to be submitted to Chairman office on monthly basis.
- Analysis of financial reports of all the branches on monthly basis to further prepare monthly Consolidated Financials at HO level. This includes intercompany adjustments to derive the cash flow and product wise working capital for submission to respective trade teams.
- Preparation of various source destination reports for the products to enable the management to analyse the origin and market of products and help the strategy team to analyse and expand the geographies for products.
- Preparation of other relevant MIS reports like Stock Aging Report, Product Position Papers and such other reports as and when required by management.
- GRN, Outbound and Expense billing entries in SAP and preparation of monthly profitability of products.
- Assistance in preparation of Business Review Committee (BRC) presentation and all the relevant supporting documents.
- Assistance in consolidation of product budgets for the upcoming year.
- Assisted in implementation of new MIS system by introducing various automation and ERP tools to ease the internal execution, analysis and review of the reports and data.

2. Assignments in relation to the finance, accounts and banking:

- Responsible for data entry and data verification to ensure the accuracy of entries entered in the ERP system to ensure rectification and further reduction in clerical and technical errors.
- Assistance in preparation of Daily Fund Report to help team analyse the bank receipts and payments, details of outstanding loans and bills. Further, weekly tracking of all the outstanding bills to analyse the bills pending for acceptance, discounting, payment, etc. and obtain proper reasoning for the same.

- Composition of bank balance reports on weekly basis which includes collection of bank balances from all the branches to prepare consolidated report at HO level. Also, involved in preparation of reconciliation of all the bank accounts and analysis to obtain proper reasoning for entries standing in the reconciliation.
- Active involvement in audit assignments such as preparation of financial statements, intercompany balance confirmations, assistance to the auditors to provide all the relevant data and samples and further analysis and discussion to resolve their observations and queries.

3. Other miscellaneous assignments:

- Assistance in preparation and review of bank facility letters with careful analysis of the terms and conditions governing all the future transactions with the banks. Responsible to construct CRS Form and other documents for the KYC compliance of the banks.
- Involved in preparation and review of statistics reports such as Quarterly Survey of Services (QSS), Financial Derivative Transactions Survey (FDT), etc and ensure submission of the same with the Department of Statistics Singapore.
- Assistance in preparation of market prices and currency fluctuation report on fortnightly basis.
- Periodic review of various accounts receivables and payables, stock aging and such other reports in SAP.

Organisation: Ernst & Young LLP, Pune
Position: Consultant (People Advisory Services)
Period: December 2015 to September 2017

Facets of work performed:

1. Assignments (compliance and Advisory) in relation to preparation and filing of Income Tax Returns of individual expatriates:

- Preparation and filing of individual Income Tax Return of the expatriates coming in India (inbounds) or going out of India (outbounds) for the purpose of work assignments, in compliance with the Indian Income Tax Laws and Regulations.
- Excellent understanding and knowledge of the Double Taxation Avoidance Agreements (Treaty) between India and other countries and application of the same in the calculation of income and taxes of the expatriates.
- Individually handled assignments in relation to preparation and review of monthly tax withholding computations and finalisation of annual tax withholdings for expatriates of various reputed companies.
- Handled assignments in relation to preparation, filing and revision of eTDS returns (a compliance required by the Indian tax regulations for the companies to file the TDS returns of their employees on quarterly basis)

2. Other areas of assistance (Compliance and Advisory):

- Vast experience of handling assignments in relation to the Immigration compliances (application for registration and extension with Foreign Registrar Office (FRO) to enable the clients to obtain the 'Residential Permit' to work in India.
- Preparation of submissions for clients, in response to the notices and summons from the Income Tax department, for filing before the Assessing Officers, Dispute Resolution Panel, Income tax appellate tribunal, etc.
- Assisted in providing advisory services on various subject matters in relation to the International Professional Development (IPD) assignments as per Indian tax laws, rules and regulations to the clients to enable them to get clarity on the matters and accordingly, comply with the same.
- Apprising clients on a timely basis on the Indian tax laws updates and key amendments and developments and performing impact analysis of the said developments for the respective clients (as applicable).

Organisation: S.N Randar & Associates, Ichalkaranji
Position: Consultant (Finance and Taxation)
Period: August 2014 to November 2015

Facets of work performed:

1. Direct and Indirect Taxation:

- Preparation and filing of Indian Income Tax Returns of individuals and textile companies.
- Preparation and handling quarterly eTDS returns.
- Independently handled VAT Audit of various companies.
- Provided VAT and Service Tax compliance based consultancy to newly set up industries as well as the existing industries.

Internship experience:

Organisation: B. K. Khare and Company, Pune
Position: Article Trainee (Audit)
Period: August 2010 to September 2013

Summary of experience gained:

- Worked independently as well as with teams on various clients for conducting statutory, internal and tax audits of various renowned companies, in accordance with provisions of Indian companies act, performing limited reviews of listed companies in accordance with SEBI guidelines, etc.
- Worked around large ERP systems, especially SAP.

Academic Credentials:

Degree/ Certification	Name of University	Marks Obtained	Year of Qualification
Chartered Accountant	Institute of Chartered Accountants of India	52.25%	May 2015
Bachelors in Commerce	Pune University	73%	March 2012
Higher Secondary Education	Maharashtra State Board	86.67%	March 2009
State Secondary Education	Maharashtra State Board	90.76%	March 2007

Personal Details:

Date of Birth : 17th May 1991
Hobbies : Reading fiction/intellectual books, Exploring new places, Singing, Listening Music
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