

# Overview

A strategic thinker with skills in engaging with stakeholders and generating insight, targeting **Financial Accounting (R2R), Accounts Payable/Receivable** assignments with an organization of high repute, preferably in **Delhi NCR**

## STUTI GAUR

Chartered Accountant

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## Education

2012

**Chartered Accountancy**

Institute of Chartered Accountants of India (ICAI)

2008

**B.Com.**

School of Open Learning Delhi University

## IT Skills

**Computer Skills:** Microsoft Word, PowerPoint, Excel (Vlookup, Xlookup, Hlookup and Pivot table), Outlook

**Accounting Software:** Busy, Tally, SAP HANA, ERP 9

## Soft Skills

Thinker

Team Player

Analytical

Leadership

Communicator

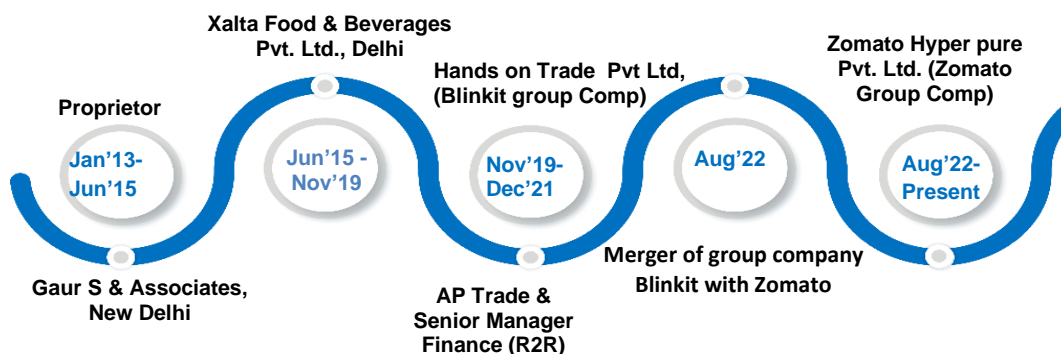
## Seminar Attended

- Participated in seminars organised by ICAI on latest updates on direct tax, indirect tax and schedule-VI

## Profile Summary

- Result-oriented professional having **nearly 11 years** of experience including **2 years** of entrepreneurial experience in **Finance & Accounts, Auditing, Taxation, Accounts Payables & Receivables and MIS Reporting**
- Demonstrated expertise in preparing timely and accurate financial reports including balance sheet, income statement and cash flow statements on a monthly, quarterly, and annual basis.
- Strong analytical skills with ability to gather, interpret and evaluate large volumes of financial data. Proficient in using data analysis tools and software identify patterns, trends, and anomalies to support decision making process.
- Track record of identifying opportunities for process optimization and implementing streamlined procedures to enhance efficiency and effectiveness. Proven ability to automate repetitive task and reduce manual efforts by technology solutions.
- Experienced in supervising all tax compliance and submissions covering corporate tax, Service Tax and withholding taxes including tax returns, internal reporting and tax accounting.
- Skilled in analyzing business requirements and preparing & delivering ad-hoc reports/charts utilizing Advanced Excel, ERP, in-house built tools.
- Team-based management style coupled with the zeal to drive vision into reality.

## Career Timeline



## Notable Achievements Across the Career

- Ensured reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger
- Achieved reduction in 11 FTEs; built a control system to avoid mistakes; analysed system automation in accounts payable
- Managed preparation & assessment of financial statements, drafting annual accounts and performing complex regulatory reporting, under ICAI and Indian GAAP accounting standards.
- Presented weekly and monthly management reports on consolidated P&L, Balance Sheet, provided explanations to the senior management regarding variances from previous month
- Fixed the system and built the logic in sales price system to eliminate incorrect invoicing
- Prepared and explained weekly profit & loss projections & balance sheet statements, monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis; worked with the Finance Controller in the preparation of annual budgets, monthly forecasts, and strategic plan



## Core Competencies

### Financial Analysis & Planning

Profit  
Improvement  
Initiatives

Financial  
Accounting  
Structure &  
Reporting

Statutory  
Compliance

Stakeholder  
/ Client  
Management

Tax Planning  
Strategy

Monthly Accounts  
Reconciliation

Operational  
Excellence

Risk Assessments  
and Mitigation



## Other Courses and Trainings

- Pursing Ind AS course from ICAI
- Attended days training by ICAI on General Management & Communication Skills
- Completed 100 hours Computer Training from ICAI, Delhi



## Academic Achievements

- Cleared CA-final with two exemptions
- Cleared all paper in one attempt of CA PE-II with two exemptions
- Cleared all paper in one attempt of CA PE-I with three exemption



## Personal Details

**Address** Gurugram

**Languages Known** English & Hindi

**Date of Birth** 3<sup>rd</sup> November 1987



## Organizational Experience

Nov'19

- Present

### Growth Path:

AP Trade, Nov'19 to Aug'21

Senior Manager Finance (R2R). Aug 21 to Present

*Zomato Hyperpure Pvt. Ltd. (Zomato Group Comp), Gurugram (Internal Transfer after Merger of Blinkit with Zomato)*

*Hands-on Trade Pvt. Ltd. (Blinkit / Grofers Group Comp), Gurugram*

### Key Result Areas:

- Preparing financial statements & console MIS for management reporting
- Reviewing month end accrual of expenses & schedules
- Analysing month lease accounting
- Ensuring accuracy in amortization of prepaid nature expenses
- Reconciling intercompany transaction and balances
- General Ledger reconciliation
- Internal control and compliance
- Coordinating with statutory auditors for audit and resolving their audit queries
- Mentoring a team of 13 personnel in Invoice Team, AP Team & Payment Team
- Processing daily vendor payment related to trade vendor
- Conducting monthly, quarterly and annual closing of Financial statements
- Integrating SAP & GPOS
- Implementing TCS & E invoicing
- Improving system such as API PDF and automating AP Trade process
- Finalising Audit and other activities

### Deputy Manager-Finance & Accounts

*Xalta Food & Beverages Pvt. Ltd., Gurugram*

### Key Result Areas:

- Mentored a team of 8 personnel
- Managed Book-Keeping of group companies that is Record to Report
- Finalized Balance Sheet of group companies and tax audit report
- Prepared and filed monthly, quarterly and annual closing of financial statements
- Closed Statutory Audit of group companies
- Consolidated Financial Statement Compliance
- Submitted annual filing of Financial Statements and ROC Compliance
- Maintained Fixed Asset Register and Inter Company Reconciliation
- Conducted day-to-day banking transaction including BRS
- Coordinated with bankers for foreign remittances such as LC, BG, & FDR's
- Filed returns of GST returns, VAT returns, TDS returns & Service Tax returns
- Assisted in Fund Management planning
- Adhered to compliance related to Foreign Investment - ROC and RBI Compliance
- Implemented project such as Import of Machinery under EPCG Scheme
- Led custom clearance & post compliance under EPCG Scheme
- Worked for MIS Reporting- as per management requirement
- Played a key role in due diligence

Jun'15

- Nov'19



## Entrepreneurial Experience

Jan'13

- Jan'15

### Proprietor

*Gaur S & Associates, New Delhi*

- Prepared income tax returns; reviewed tax forms and made recommendations for adjustments if necessary
- Resolved any tax-related issues for the business or client
- Performed auditory functions such as GST Audit, Income-Tax Audit, Companies Audit for Private Limited, Partnership Firms and Proprietorship firms
- Managed periodical filings of Income Tax, VAT and GST department



## Articleship

Apr'09 - Jan'13

Dec'07- Mar'09

### Audit Assistant

*N.K Surana & Co. New Delhi*

### Article Assistant

*Rawla & Co. New Delhi*

- Managed Legal, Taxation & Accounting work
- Ensured Service tax & TDS & VAT Compliance
- Solicited opinions on the debatable issues and resolved queries of the client including Legal Advices
- Analysed and managed Accounts and Legal Matters of the Company
- Conducted internal Audit of MTNL & SOX Audit and Bank Audits.
- Prepared B/S & P/L and notes to accounts of Co's, Firms, Societies and Trusts
- Maintained database and accounts of various clients
- Filed IT Returns of all types and completed ROC related works
- Performed Statutory Audit, Taxation & Tax Audits, Bank Audits, Internal Audits and System Controls