

CA ROOPA SHARMA

Chartered Accountant (2014), B.Com (2009)

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Executive Summary

Ready to Relocate –PAN India

- More than 7.5 years Dynamic Professional Experience in Accounting, Auditing and Taxation
- EU Countries – VAT, TP and UK –CT, VAT, TP and AU – Super Fund and GST & Indian – IT, Service Tax & VAT
- Assisted Seniors in Transfer Pricing and gather Basic knowledge of Local File, Master File, CBCR, Benchmarking etc.
- Acquaintance of European Countries and UK VAT as well as Australian GST and Super Fund Compliance and Audit
- Cracked CA Final with Distinction in Advanced Accounting, Strategic Financial Management and Indirect Tax
- A well versed with International Accounting and Taxation along with Indian Accounting and Taxation
- Foster collaboration and constructive communication within the team
- A proactive approach and the ability to work autonomously, as team leader and as part of a team

Tax Analysts – Colt Technology Services (European VAT and Transfer Pricing)

Apr'22 to Present

- Preparation monthly and quarterly Indirect tax returns of EU and Australia – VAT Return, ESPL and Intrastat
- Liaising with Clients, other teams AR, AP, Treasury regarding indirect tax workings
- Supporting the regional compliance managers for various tax authorities notices reply Preparation and various Reconciliation
- Keep Track of return from GL Close to VAT Return Preparation, Return Review, VAT Payment and VAT Return Filing
- Liaising with external consultants for indirect tax matters
- In case of Spain real time reporting – working on AR errors and SII and VAT Return Reconciliation Preparation
- Making the GA/AR/AP Team to rectify wrong recorded transaction which came across while Preparing or reviewing VAT Return
- Basic Knowledge of global transfer pricing documentation project like Benchmarking, FAR Analysis
- Support the preparation of transfer pricing documentations (CBCR, Master File & Local File) for tax authorities

Assistant Manager at OX Global ServicesLLP- UK Compliance

Jul'18 to Mar'22

Financial Statement from Basic Record and Book Keeping

(VAT & Corporate Tax Compliance)

- Review MTB to check major variances and find reason for variance
- Finalization of Financial Statement and Statement of Profit & Loss
- VAT Reconciliation, PAYE Reconciliation, AR Reconciliation, AP Reconciliation Turnover Reconciliation
- Inter Company Reconciliation and Fixed Asset Accounting and Maintain FAR Claiming AIA, WDA, SDA under Corporate Tax
- General Ledger Accounting and in-depth General Ledger scrutiny and passing journal entries for finalization
- Review VAT Return Based on Different VAT Schemes and Bank Reconciliation and Month end Journal Entries

Manager – Accounts at BBWBusiness ServicesPvt Ltd - Australian Compliance

Feb'17 to Jan'18

Super Fund Accounting and Audit and GST Return data Preparation and Return Filing

- Scrutinizing Different Compliance process– from new fund step up Process to Winding up
- Reviewing member balance & it's component and Max. & Min Pension as per member balance and asset acquisition by LRBA
- Reviewing of and Scrutinizing audit checklist as per ATO Guidelines and preparation and Preparation of GST Returns

Audit & Tax Manager at ManishAnil Gupta & Company- Indian Accounting

Jul'15 to Jan'17

- Preparation and drafting of audit report and performing of Various reconciliation
- Perform Analytical Reviews on client financial statements to analyze key trends in performance
- Walkthrough on client process like Sale, Purchase to understand Internal Control
- Analysis of Expenses for the purpose of capitalization and Cross check with Service Tax Return, VAT Return, 26AS

Computer Literacy

- MS Office - MS Word, MS Excel
- Software – SAP, Xero, IRIS, CCH, Taxcalc, VT, Sage, Quickbook, Simple Fund 360, Myob, Tally

Current Job Responsibility

- Coach and supervise juniors in my team and guided newly joined seniors based in London and Spain office
- Direct Communication with EU Regional Finance Managers, London based Group Tax Team and Consultants