***Jagjit Kour***

***Career Objective***

*Looking towards a challenging role in an organization where I will be able to add value to the work assigned through my past experience and knowledge in order achieve professional and personal growth.*

***Profile Summary***

| * ***Tax return filing*** * ***MBA Finance*** *(minor* ***Marketing****) with* ***3 years of experience in Italy taxation*** *at Ernst & Young as (Advanced)Tax Analyst, and 4.3 Year of Experience as Finance associate in Hindustan copper Ltd..* * *Proficiency in Microsoft word, Excel, Access, PowerPoint and Outlook* * *Strong communication, interpersonal, analytical and research abilities* * *An effective professional with the skills necessary to direct, train, and motivate staff to its fullest potential* |
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***Core Competencies***

* *Self-Motivated and dedicated*
* *System Driven*
* *Ability to work well, both Independently and in a Team environment*
* *Skilled to successfully manage multiple priorities and assignment*
* *Work effectively*
* *Believe in open communication & constant improvement*

***Professional Experience***

*Work experience in* ***Ernst & Young LLP*** *(27th Jan 2015- 11th June 2018*

* *Tax return preparation for Italy compliance.*
* *Handling off season projects*
* *Second advance payments calculations.*
* *Foreign tax credit analysis.*
* *Libro firma.*

***AUSTRALIAN PROJECT- CBA (Commonwealth Bank of Australia)***

* *We worked for the assignees who were either inbound or outbound of Australia, where we were into the preparation hypo tax calculations, of Equalised and non-equalised cases of Australia, UK, Hong Kong. According to the taxation rule of home and host country tax rate, withholdings.*
* *Under this project, I reviewed assignee’s salary structure and calculated the bonus payable for each assignee in both home and host country. I successfully completed CBA project in one week where I understood the theory of hypothetical taxes, gross tax and net tax. It was a very challenging project. I handled 4 countries in total and they are Singapore, Hong Kong, Australia and United Kingdom.*

***AUSTRALIAN PROJECT – BERD PROJECT-***

*An overview of Australian Board and Executive remuneration practices to inform the analysis and capture of publically disclosed information to create the EY Board and Executive Remuneration Database (BERD). The course will provide both theoretical and practical training in the process and technical aspects of BERD data entry requirements.*

* *We worked on Quantitative & Qualitative remuneration benchmarking*
* *Remuneration benchmarking.*
* *Incentive plan policy and practices*
* *Remuneration Governance practices.*

*Work experience in* ***Hindustan copper limited/Indian copper complex*** *in FINANCE AND ACCOUNTS department (nov 2006 –jan 2011)*

*-maintaining payroll processing*

*-deduction of pf*

*-basic wages*

*-employees and employers contribution for pf*

*-stock management*

***Key deliverables***

***Project Management & Co-ordination***

* *Driving the Risk Assessment and Management for the engagement and taking sign off on the risks that are accepted.*
* *Driving and implementing Problem Management and in the engagement.*
* *Onboarding and Training the new resources in the engagemnet about the environment and client. Ensured the complaince around it. Prepared Business Acadamey document.*
* *Worked on Implementation of in the project ensuring Continuous Service Improvement.*
* *Worked on implementation various Organizational Initiatives like Risk Management, Stakeholder Management, Value Creation, , Knowledge Management and Workforce transformation.*

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***Internship Project***

* *Organization: Telcon Construction Equipment Co. Ltd.*
* *Duration: 6 Weeks ( May 2012 – 23rd June 2012)*
* *Project Title :* ***Inventory Management***
* *Project Synopsis: the project endeavors to study:*
* *-material management*
* *-inventory coding.*
* *-Stock verification*
* *-physical stock verification*
* *-system stock verification*
* *-discrepancies detection*
* *-verification codes*

***Projects Undertaken***

* ***Rural Visit :*** *Visit to rural place Lohardagga, Ranchi.*
* ***Project title:*** *Identify the different business opportunities and potential of product and services in the region (R2R, U2R, and R2U).*
* *Understand the rural business environment of the region.*
* *Understand the rural consumption pattern and the rural consumer behavior.*
* *Understand the rural financial services available in the region for business establishment.*
* *Done project in “channel and distribution strategy of TOYOTA products” in marketing.*
* *Done Diploma in Computer Application from School Of Commerce,Ghatsila 2008(Window-98,MS-Office,MS-Word,MS-Powerpoint,MS-Excel,MS-Access,MS-Dos,Fundamentals and Internet).*
* *Done diploma in dress making course for 1 year (2006).*

***Educational Qualifications***

* *MBA (Specialization- Finance major & Marketing minor) from Xavier Institute of Social Service – Ranchi in 2011 - 2013.*
* *Bachelors in Commerce (Accounts Honours) from Ghatsila college –2006-2009.*
* *12th from St. Joseph’s Convent High School, Mosaboni in 2006.*
* *10th from St. Joseph’s Convent High School, Mosaboni in 2004.*

***Soft Skills***

* *Team Leadership & management*
* *Presentation skills*
* *Learning Skills*
* *People Management Skills*
* *Training Skills*
* *Event/conference management*
* *Social networking*
* *Computer skills: Diploma in Computer Applications.Good Knowledge of MS- Word, Excel, PowerPoint, MS-Office*

***Hobbies & Interests***

* *Listening to music*

***Language Known***

* *English*
* *Hindi*

***Personal Profile***

*Permanent Address : C/o- Mr Mohan SinghSandhu, Main road,dahigora.near*

*hanuman mandir.Ghatsila.Jharkhand 832303*

*Current Address : Syndicate Bank Colony, Near Hulimavu Gate. Banerghatta road.*

*Bangalore.Karnataka 560076*

*Contact no : 91-8792201628/ 8051079349*

*E-mail id :* [*jagjitkour070@gmail.com*](mailto:jagjitkour070@gmail.com)

*Marital Status : Single*

***Date:***

***Place: Bangalore Jagjit Kour***