|  |
| --- |
| Curriculum Vitae |

**UPASANA BHATI**

E mail: *upasnabhati@gmail.com*

Ph. No.: 9999736343

**Career Objective**

To obtain a position that will allow me to utilize my Professional Skills, Experience and Willingness to learn in making an organization successful

**AN OVERVIEW**

* Offering 14+ Years of working experience in Finance & Accounts in CA Firm and Industry including 3.5years CA Internship as per ICAI Regulation.
* Currently Working with M/s K.L. Steels (P) Ltd..
* Worked with **“**K. L. Steels (P) Ltd.” Having a good Working experience with “Aryaman Ispat (P) Ltd., Solitaire Plaza Hotels (P) Ltd. and Quadra Infratel Synergies Pvt. Ltd.” as well.
* Specialties: Book Keeping, Accounts Receivable accounting, Sales Accounting, General Accounting & Credit Control, Day to Day Banking, Controlling Cash Transaction, Ledger Scrutiny, Preparation of Financial Statement (Balance Sheet & Profit and loss A/c), Dealing with various type of Audits like Statutory Audit, Internal Audit etc., Ensuring the appropriately compliance of Income Tax, TDS, Advance Tax, Goods and Service Tax (GST), PF, ESI, Compliances with Regular and Scrutiny Assessment Notices, Dealing with Financial Institutions for fulfilling Working Capital and Project Financing. Letters of Credit- all work from LC Open to Close.
* In-depth understanding of Tally ERP 9, Microsoft Navision (ERP), Busy and well versed with MS Excel & Word and also Internet Banking.

**Work Experience**

* Completed Articleship from JPRMS & Co. at Shrestha Vihar, New Delhi and also worked as Audit Assistant from 1st Jan.’2007 to 30th June’2011 (4.6years)
* Worked with Quadra Infratel Synergies Pvt. Ltd. at Sector-50, Noida as Senior Account Executive from 1st Jan.’2012 to 31st July.’2014 (2.7years)
* Worked with Aryaman Ispat Pvt. Ltd. at 267, Loha Mandi, B.S. Industrial Area, Ghaziabad as Assistant Manager from 1stAug.’2014 to 31st Dec.’2019 (5.5years)
* Worked with Kuldeep Saurabh & Associates, CA Firm at 37, Navyug Market, Ghaziabad from 1st Sept.’2020 to 15th Nov.’21 (1.3years)
* Currently working with K. L. Steels (P) Ltd., Lal Kuha, Ghaziabad from 16th Nov.’21 to till date.

**Summarized Work Area with Past Companies & Firms**

* Finalization of Accounts and Financial Statement i.e. Balance Sheet and Profit & Loss A/c
* Verification of Book Keeping, Day to Day Banking & Cash Transaction, Group Companies Accounting, Ratios Analysis
* Branch Reconciliation, Bank Reconciliation, TDS Reconciliation, Debtors/Creditors Reconciliation, GSTR-2A Reconciliation
* Ledger Scrutiny of various ledger having negative balances and overdue balances
* Timely Treatment of Advances received from Sundry Debtors
* Handling and performing Various Audits like Statutory Audit, Internal Audit, GST Audit, VAT Audit etc.
* Overseas remittance/payment against Imported Raw Material.
* Ensuring the appropriate compliances of Income Tax (All Assessee’s), TDS(Computation, Tax deposit, Returns Filing, Download Form 16/16A) , GST (Computation, Tax Deposit, Returns Filing, Reconciliation with 2A) and Advance Income Tax deposit.
* Receivables & Payables Management
* Maintenance of Fixed Asset Register & timely conducting physical verification to compliance with rules framed.
* Preparation of Budgets and close monitoring of Variances, if any along with remedial action required.
* Handling External Credit Rating for getting best Lending Rates from Financial Institutions.
* Maintaining Healthy Relationship with Financial Channel by timely submission of monthly and yearly documents, coordinating with banking policies, timely renewal of limits etc.
* Maintaining working capital requirement and long-term capital requirement.
* CMA Data, Cash Flow Statement and Monthly Stock Statement for Banks.
* Preparation of reply, filing appeal and other correspondence for scrutiny cases and regular assessment under Income Tax Act and any other Act.
* Inventory Management, Controlling Inward and Outward Movement along with Closing Stock Valuation.
* Maintaining Third party relationship.

**Professional Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute** | **Year** | **Result** |
| PCC | [The Institute of Chartered Accountants of India](http://www.icai.nic.in/) | 2010 | 59% |
| CPT | [The Institute of Chartered Accountants of India](http://www.icai.nic.in/) | 2006 | 62% |

**Academic Qualification**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **University / Board** | **Year** |
| M.Com | C.C.S. University | 2019 |
| B.Com | Delhi University | 2009 |
| 12th( in Commerce) | Central Board Of Secondary Education | 2004-2005 |
| 10th | Central Board Of Secondary Education | 2002-2003 |

**IT & Technical Skill**

* Certification in Computer Training under ICAI regulation of 100 Hours.
* Working knowledge of Tally Software, ERP Software (Microsoft Navision) and Busy
* Well versed with MS Word, MS Excel and basic Internet Operations Including Net Banking, Accounting & Taxation Packages (Tally).

**Personal Profile**

**Date of Birth** : 8rd September, 1988

**Father’s Name** : Mr. Yatinder Kumar Bhati

**Gender** : Female

**Marital Status** : Single

**Permanent address** : G-2150, 12th Avenue, Gaur City-2, Greater Noida (W)-201301

**Present address** : Same as above

**Languages Known** : English, Hindi

**Email ID** : upasnabhati@gmail.com

**Mobile No.** : 9999736343

**About Myself**

* Ability to manage stress, time & people effectively.
* Result oriented with an ability to manage changes with ease.
* A quick learner, hardworking and honest to people as well as towards my work.
* Effective and efficient use of theoretical knowledge in practical life.
* Also, I am an ardent believer of an old adage- “There is no alternative to Smart and Hard work.”

**Date:**

**Place: (UPASANA BHATI)**