**Deeksha Bhatnagar**

#19-08,Casa Residency,Jalan Galloway,Bukit Bintang,

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**SUMMARY**  
• Global **accounting and audit professional** with around **4 years of rich experience** while working for a public accounting firm and the accounting department of international hotel chains

• Currently in the final level of **Certified Public Accountant (CPA)** qualification from Singapore (also Australia membership)

• Holds an **MBA**, a **degree in Accounting** and a professional certification in **Company Secretary (CS), India**

• In-depth technical knowledge in accounting, internal and external audit and corporate taxation

• Strong analytical ability combined with excellent communication and client servicing skills

**WORK EXPERIENCE:**

**Yvonne Ang & Co, Singapore Sept 2012- Dec 2013**

*Yvonne Ang & Co is a public accounting firm which offers accounting, auditing, taxation, incorporation and secretarial services*

**Accounting & Audit Specialist**

**Role:**

•Handledaccounting, audit and taxation related service for a portfolio of clients

•Responsible for handling full sets of accounts (financial statements, P&L account, balance sheet, bank reconciliations, trade debtors and trade creditor listings)

•Prepared of cash flow statements, budgets, financial plans and forecasts

•Handled group consolidations and preparation of annual reports

•Performed statutory audits for various clients

•Managed the audit process, including budgets and deadlines, providing commentary on accounts, analytical review, passing file to senior team member, and finalizing all review points

•Carried out onsite audit work and reporting back to partner

•Assisted the partner in providing corporate tax compliance to a portfolio of clients

•Prepared and reviewed of corporate tax returns and conflict resolution from the tax department

•Worked on assignments across a range of verticals spanning logistics, metal & manufacturing, law firms, construction, personal care and paper recycling

**Key Achievements:**

* Consistently achieved deadline to improve processes and productivity
* Trained, coached and mentored team members in accounting and auditing
* Received positive client feedback with regard to various assignments handled

**Cambay Resort & Spa, India April 2010- March 2012**

*Cambay Resorts & Spa is a part of the well known Neesa group with diversified interests spread across hospitality, wellness, food and spas and currently having assets worth more than 10 billion*

**Senior Accounting Executive**

**Role:**

* Handled full scope of accounting functions, management of Cambay Resort & Spa
* Reviewed monthly accounts and was responsible for monthly management reporting with a view to improve productivity and profitability
* Monthly variance analysis and highlighting reasons for variance
* Compiled budgets, monthly and annual forecasts and cash flow statements
* Ensured that proper and complete records of the accounts are maintained in compliance with accounting, statutory and tax regulations
* Monitored compliance of the hotel with the established credit collection procedures
* Continuously checked accounts payable to ensure that no outstanding bills are kept pending
* Ensured procedures and controls for purchasing, receiving, storing and requisitioning
* Reviewed and updated internal control processes to ensure checks and balances are in place
* Participated in the audit preparation and coordinate the audit process

**Key Achievements:**

* Designed and was responsible for monitoring the implementing of electronic systems to automate the accounting management process
* Identified opportunities for cost reduction and additional revenue generation year on year
* Received award for outstanding contribution to the organization

**Radisson Hotels, India Oct 2008- Feb 2009**

*Worked for the Radisson Group of Hotels in Udaipur, India. The Radisson group is one of the largest luxury hotels group with more than 435 hotels in 61 countries*

**Accounting Supervisor**

**Role:**

* Worked in the finance and accounting department was involved in various functionalities like accounts receivables, payable, etc
* Involved in regular management reporting, income tax, TDS and cash flow preparation
* Involved in budget preparation and financial forecasting to assist in business planning
* Assisted senior members of the team in setting up an efficient and effective workflow system
* Worked with senior members to understand and implement best practices and norms for accounting

**Key Assignments Undertaken:**

* Successfully set up an accounting system in the hotel
* Received positive feedback from senior management on proactive implementation of accounting systems

**EDUCATION:**

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| --- | --- | --- |
| **Degree** | **Institution** | **Year** |
| **Professional Certification** | **Certified Public Accountant (CPA), Singapore**  *(expected to complete by Nov 2014)*  *(6 out of 8 modules cleared: Assurance, Business & Company Law, Corporate & Business Strategy, Financial Management, Management Information; Business & Finance)* | **2012-2014** |
| **Professional Certification** | **Institute of Company Secretaries of India (ICSI)**  *(Key modules: company law, corporate restructuring, corporate accounting, financial management and project planning)* | **2008-2010** |
| **MBA**  **(Master of Business Administration)** | **MLSU, Rajasthan University, India**  *(Key modules: Strategic Leadership, Business Research Methods, Management Concepts and Org behavior)* | **2006-2008** |
| **Bachelor of Commerce**  **(Degree in Accounting)** | **MLSU, Rajasthan University, India**  *(Key modules: Financial accounting, business statistics, income tax,indirect tax, corporate accounting, cost accounting, management accounting, auditing and company law)* | **2003-2006** |

**ACCOUNTING PACKAGES:**

UBS, IDS, Tally and Microsoft Office Applications

**EXTRA CURRICULAR ACTIVITIES**

* Junior level state badminton champion for both singles and doubles
* Participated in National Seminar- Social and Economic Reforms- 2007
* Participated in National Seminar- Advantage India: Horizons of Global Challenges-2006
* Wrote articles on “India as an Emerging Knowledge Power” and ”Talent Management” in the college magazine