

RASHIKA SHARMA
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Objective

To seek a suitable position in a progressive organization, which provides opportunity to sharpen my professional skills and, in the process, contribute to the growth of the organization I work for.

Qualifications

Professional Credentials:

<u>Degree/Courses</u>	<u>Institution</u>	<u>Year of Passing</u>	<u>Percentage</u>
CA FINAL (Pending Group 1)	ICAI	May'2016- Group 2	50.00%
CS EXECUTIVE (1 ST Attempt)	ICSI	Dec' 2013	53.00%
IPCC(CA) (1 ST Attempt)	ICAI	May'2012	50.00%
CPT (1 ST Attempt)	ICAI	June'2011	53.00%

Educational Credentials

<u>Degree/Course</u>	<u>Board</u>	<u>School/College</u>	<u>Year</u>	<u>Percentage</u>
B. Com (Hons.)	Calcutta University	Goenka College of Commerce & Business Administration	2014	60.30%
Higher Secondary	W.B.C.H.S.E.	Marwari Balika Vidyalaya	2011	89.00%
Matriculation	W.B.B.S.E.	Marwari Balika Vidyalaya	2009	74.00%

Present Position

Organization: **Insync Tech - Fin Solutions Ltd.** (Dec 2018 till Present)
Designation : Finance Executive, Compliance Department
Location : DGK 912, DLF Galleria, Newtown, Rajarhat, Kolkata-700156

Past Position

- A) Organization: **Responce Renewal Energy Ltd.** (June 2018 till Nov 2018)
Designation : Project Assistant
Location : 76, Pt. Purshottam Roy Street, Kolkata-700007
- B) Organization: **H P Mittal & Co.** (From May2016 till March 2018)
Designation: Accounts/ Audit Assistant
Location :25, R N Mukherjee Road Kolkata-700001

Internship and Training

Organisation: **V. Saraogi & Co.** (Oct 2012 to Nov 2015)
(Chartered Accountant)
Designation: Senior Article
Location :71, BRB Basu Road, Kolkata-700001

Work Exposure:

ACCOUNTING

- Preparation of **Companies Accounts** as per Schedule III of Companies Act.
- Statutory Audit, including **Finalization of Accounts**, Preparation of Audit Reports & other Statutory Reports.

- Handling daily accounts and **maintenance of records** of different infrastructure projects.
- Operating **ERP system** and maintenance of accounts thereunder.
- Delivering MIS Reports as and when required.
- **Analysis of market positions** and allocation of funds for better returns.

AUDITING

- Statutory **Audit of bank**, other financial institutions and companies.
- Internal Audits, including System checks to identify Revenue Leakages etc.
- Internal **Audit of College** and accounts preparation of with compliance of Income Tax Act.

TAXATION

- Preparation of **Income Tax Computation** of Companies as well as Individuals.
- Filing of **Income Tax Returns** of Companies & Individuals.
- Filing of TDS Return
- **Registration** for GST and simplified return thereof.
- Generation of **TDS Certificates**.
- Handling and preparing documents and draft required by statutory authority.
- **TDS filing of Employees** and distributing Form 16.

COMPLIANCE / SECRETERIAL WORKS

- Checking of **Compliances of Companies Act, 2013** and Other Regulatory Acts.
- Worked on Incorporation of **Companies & LLP**.
- Filing of various **ROC Forms**
- Worked for **ESOP** distributions.
- Exposure into xbrl forms.
- Preparation of Notices/**Minutes** for the Companies.
- Attending the **Conferences** on Taxation Matters and Companies Act, 2013.
- Presented **dashboards** and updating the compliance on regular basis.
- Handle the whole compliance part with regard to **Dematerialization**.
- Regular **Correspondences** with Banks & other Officials.
- Handling work of scrutiny assessment by revenue authority as **assistance to seniors**.

Relevant Software Skills:

- Operating system: Windows
- Proficiency in MS office: Excel, Word, Power Point;
- Simulation Tool: TallyERP 9.0 , 7.2 Versions, Zoho Projects, Zoho Accounting
- 100Hrs Compulsory Computer Training from EIRC Kolkata under ICAI.

Interests & Extra Curricular Activities:

- Participated in various Singing Competitions.
- Participated (as being member of Eco Club) to various social awareness events.

About Myself:

Date of Birth : 23rd August 1992
 Father's Name :Mr. Kamal Sharma
 Gender : Female
 Nationality : Indian
 Languages : English, Hindi & Bengali

Declaration & Signature:

I hereby affirm that the information in this document is true, complete and correct to the best of my knowledge and belief.

Date:

Place: Kolkata

 (Rashika Sharma)

Some Major Projects Undertaken in Auditing & Assurance (During Oct 2012- Feb 2015)

- **KRISHNA MATAALLICS (P) LIMITED**-The Company is trading in Aluminum sheet, rods, castings, extrusions. I gained a humble opportunity there for statutory audit, tax audit and there by preparation of final accounts of the company with regulatory compliances as required by different authorities.
- **KHUSHI INFRAPROJECTS (P) LIMITED**- The Company is developers of different infra projects. I have participated into its statutory audit and gained the knowledge about developing projects of infrastructures.
- **GRD SECURITIES LIMITED** -One of the top stock-broking houses in Kolkata, with a dominant position in both institutional and retail broking, GRD is amongst the best-capitalized firms in the broking industry in terms of net worth. I have been working there as in capacity of Internal Audit Assistant.
- **NAKAMICHI SECURITIES LIMITED** - Offers depository accounts and dematerialization services as a depository participant in NSDL.I got a humble opportunity to works as internal Auditor there.
- **PEERLESS SECURITIES LIMITED**: Peerless Securities Ltd., as a member of the National Stock Exchange and the Bombay Stock Exchange, offers equity trading through a network of various offices across the country. I had participated there as article assistance for the work of internal audit.
- **BANKING INSTITUTIONS: Statutory Audit of State Bank India**.State Bank of India (SBI) is a multinational banking and financial services company based in India. It is a government-owned corporation with its headquarters in Mumbai. We as Statutory Auditors covered **Karempudi and Chittaganjam Branch, Andra Pradesh** of State Bank of India.