

CA POOJA GARG

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OBJECTIVE

To work with an organization which provides me practical exposure and challenges to learn at various levels, providing best of skills where I can use leverage of my knowledge in the growth and development of the organization.

PROFESSIONAL EXPERIENCE:

Currently working at Sodani Hospitals and Diagnostics Pvt. Ltd from 4-Jan-2017 to till date as a finance officer as well as internal auditor in Indore.

Current Responsibility

This Company has 16 Branches in various City /town near from 200 Km Radius of Indore. I have following responsibility.

1. Prepare Project report when we start new centre in new City/ town.
2. Big investment project handle with Safire Capital Advisors India Pvt Ltd Mumbai.
3. Monthly Audit of books of Account.
4. Monthly Data analysis (No. of Test, Revenue, Patient entry, Material, Salary data, Professional fees, Admin cost, Dues etc).
5. Monthly MIS all department and all center (MRI, CT, X-Ray, Sonography, OPG, CBCT, and all pathology department).
6. Monthly Cost center wise report.
7. Sampurna sahyog Diagnostics center LLP all accounting and finance related matter managed by me from Indore head office.
8. Monthly store Audit Report and Purchase reconciliation from Account department.
9. Monthly HR Salary audit and Reconcile with account Book.
10. Monthly Doctor billing consider with TDS.
11. Monthly Contractor Billing which has managed lab at home project and reconcile with software data And visit data.
12. Fixed assets audit and manage all assets Equipment, furniture, Machine AMC, CMC, and insurance.
13. All legal document maintained Nagar nigam, Gumasta, Form B &BB, Hoswin, BMW, AERB, TLD Badges, Rent agreement etc.
14. Currently i am working on various software like Tally ERP9, 5.4, MS office (Excel (Pivot, Vlookup), word), PCS in built software with help of Medprinct from Mumbai, Okas home visit trackers etc.

POST ARTICLE-SHIP:

Was associated with two renowned Chartered Accountant Firms in Indore from (February 2010 to November 2016).

Lunawat and Somani Associates and Deepak Goyal & Associates.

Client	Nature of Assignment
Bank of India	Concurrent Audit
Jila Shiksha Kendra (Government Audit) (Khargone)	Stock Audit
MPPKVN (Government Audit)	Assignment related to arrears of salary of various centre (Pologround, East division, South division and North division) Filing and preparation of TDS Return of Dewas, Khargone And Khandwa.
Sodani Hospital and diagnostics Pvt. Ltd	Preparation of Project Report for new centre in Raipur and Shujalpur. Inventory Management as per cost centre Cost centre wise Accounting Stock Audit Physical Verification
Digvijay Communication Networks Pvt. Ltd, Indore (DCNPL)	Sales Tax Return Preparation (2012 to 2015), Sales tax assessment in Maharashtra, Karnataka and MP Sales Tax registration Service Tax Audit Internal Audit (Cash and Bank, Sales and Purchase register, BRS, Invoice processing and recovery, TDS Reconciliation, Debtor reconciliation).
Somani Finance Corporation	Worked as Agency Manager, and handled Loan Department (Retail) including Field Investigation Report.

ARTICLESHP:

I have completed 3 Yrs of intensive full time training under the guidance of M/s Lunawat & Somani, Chartered Accountants in Indore. The major experience and skill gained during training period are.

Responsibility:

- Preparation of Final Statements like Balance Sheet, Profit and Loss Account and the accompanying Schedules.
- Conducted Statutory Audit of branches of SBI & CBI Banks
- Conducted Tax audit of various firms
- Preparation and filing of returns for non-corporate clients.
- Scrutiny of various ledgers like Cash Book, Bank Book, Journal, Purchase and Sales and BRS.
- checking of fixed Assets registers and depreciation there on, Physical verification of stock.
- Preparation of Monthly/Quarterly Sales Tax Returns
- internal audit of Advance Academy School and Deccan Diesel Pvt. Ltd.

TECHNICAL QUALIFICATION

- Completed 250 hr. Computer Course from ICAI
- Tally, MS-office (Word, Excel & PPT)
- Comfortable with internet application in extracting information.
- Ability to grasp new software.

ACADEMIC QUALIFICATION:

S. No.	Examination	Institute /University	Cleared in	% secured
1	C.A. Final (II Group)	ICAI	May-2016	51
2	C.A. Final (I Group)	ICAI	Nov-2011	55
3	C.A. PE-II	ICAI	Nov-2006	53
4	B.Com.	D.A.V.V.	Mar-2003	64
5	Higher Secondary	M.P. Board	Mar-2000	75
6	High School	M.P. Board	Mar-1998	53

CERTIFICATIONS AND ACCREDITATIONS

Awarded by Certificate of **Appreciation for Best Presentation** in the General Management & Communication Skills (GMCS) Program Organized by Indore Branch of ICAI. Nov. 2009.

BEHAVIORAL CHARACTERISTICS

- Capability of meeting deadline
- Commitment to quality and results
- Confident and focused
- Friendly but disciplined
- Sincere in attitude

PERSONAL DETAILS:

Father's Name	Late Mr. Omprakash Garg
DOB	21-July-1983
Address	102, Behind Natraj Hotel Dr. Colony, Simrol Road, Multi Story II Floor, Flat, Mhow (M.P.)
Marital Status	Single
Gender	Female
Nationality	Indian
Language known:	Hindi, English.

REFEENCES DETAILS:

S. no.	Employer Name	Company /Firm Name	Contact No.
1	CA.Prashant somani (Partner)	Lunawat & Somani	9893202013
2	CA Dharmendra dubey	Dubey gupta & Associates	8085564720,9399546018

Place: Mhow Indore**Pooja Garg**