

SHRUTI SINGH

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Profile Summary:

A diligent and skilled individual with a vast knowledge of finance and business strategies with over 3+ years of MNC experience acquired in different positions & Sectors of an industry. Currently looking for a position where my skills and abilities can be utilized for the growth and betterment of my future employer.

Core competencies:

- Data Analysis and Reporting
- Data Entry Accuracy
- Interpersonal Skills
- MS Office Proficiency(Word, Power Point, Advanced Excel)
- Verbal/Written communication
- Spotfire Reporting
- Team Work Ability
- Risk Analysis and Management Skills and Client Billing Report
- MIS Reporting
- QBR report based on client's requirements

Professional Experience:

Ernst & Young - April 2015 to till Feb 2018

Designated as a Senior tax associate in the **EY's** Tax Division – Engagement Management Services.

Key Roles & Responsibilities:

- Assisting the tax team in tax return preparation of global clients. (country specific)
- Collection and storing of data received from clients from various online tools and verifying of its legitimacy for further return preparation.
- Involves updating and maintaining tools with accurate amounts and data from the return itself.
- Verifying the taxation amounts post preparation of the return, delivering the returns and also directly efilings the returns with the tax authorities (eg IRS) through online tools Eg(Global One & CCH).

- Occupied with the development and support programme for different projects to modify the changes as per requirement of the client.
- Provide reliable solutions to a variety of problems and follow-up for the client satisfaction.
- Developed exceptional excel skills through reports made fortnightly for seniors for further analysing the business modules.
- Learnt the art of team management in a team of 15 members.
- Working with client on global tax equalization process and managing 72 Countries working with Global co-ordination team.
- Handled queries on the tax payment and equalization process.
- Assisting the Assignment briefing team.
- Ensured all reports relating activities are accurate and the desired SLA is met.
- Prepares federal & State estimated tax payments.
- Supervise Junior Tax Associate
- Monthly reviews of Tax Equalization and Payment report.
- Review of W2s and compensation details.

Achievements:

- Awarded Extra Miler Award from GDS Tax Head for 2015, quarter 3, 2016-quarter 3 and 2017 quarter 1.
- Received Exceptional Client Service Award from Regional Head.

Target India Corporation - From 06-06-2014 to 08-12-2014

- Designated as an associate with accounts payable process.
- Invoice Reconciliation – Reconciling DC/Store invoices for prompt and accurate payment.

Internships:

IBM – From May 2013-July 2013 – Offer Process

Project Details: This project was basically to know the process undertaken by the company and to ascertain any improvements that are required in the process. It helped me to understand the effectiveness of offer process.

Bank Of India – Feb 2014 – Apr 2014 - Recruitment and selection process

Project Details: The project was carried basically to know the process undertaken by the company and to ascertain any improvements that are required in the process.

Educational Qualification:

- PGDM-Finance and HR (2012-2014), Dayananda Sagar Business School
- BA (2011), Patna University
- 12th (2008), Patna Women's College
- 10th (2006), CBSE/ Patna.

Other Qualification:

- Diploma course in disaster management (N.O.U) with an aggregate of 59%

Personal details:

Date of birth: 15 Nov 1990

Linguistic abilities: Hindi and English