

Resume

Ankita Mishra
(Chartered Accountant)

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Objectives :

- To work in a dynamic environment which will fuel up my professional growth give me challenging tasks, where I can enhance my skills and potentials to my best and create new avenue.

Professional Experience:

- **Pre - Qualification CA: 1 years and 3 months**
- **Post-Qualification CA: 3 years**

Post-Qualification Experience:

- **(1) Blue Consulting Pvt. Ltd.(Noida)**
- Period: Dec 2020 till present
- Designation: Assistant Manager
- Function: Project Lead (Inventory Management System),Statutory Audit & Internal Audit

(2) Jama Corporation Pvt. Ltd. (Kanpur)

- Period : April 2018 to Oct 2020
- Designation: Assistant Manager Finance & Accounts
- Function: Finance, Accounts, MIS, Internal Audit and Financial Budget

Pre-Qualification Experience:

- **Anand Engineering Corporation (Kanpur)**
- Date of joining : May 2016 - August 2017
- Designation: Senior Accountant.
- Function: Accounts, Audit, payments and Reconciliation

Articleship :

- V.R. Associates (Kanpur)
- 3 Years (Feb 2012 - Feb 2015)
- Article Assistant

Roles and Responsibility:

Blue Consulting Pvt Ltd.

- Dealing with client Vanesa Care Pvt Ltd - Denver & Envy Deo (Delhi) with 400cr turnover.
- Implementation of 'Inventory Management System' in company and Introducing procedure of inventory flow by improving Existing software.
- Preparation of Business Requirement Document, Procedure manuals, Process narrative etc. and providing Training to staff for new process.
- Prepare and Implement process of inventory movement from factory to final consumer and Pan India level depots .
- Implementing Real time inventory tracking system.
- Implementing Inventory control for decision making of management.
- Internal Audit of HSL Asia Ltd.

Roles and Responsibility:

Jama Corporation Pvt Ltd.

General Accounts & Ledger :

- Prepare monthly sale analysis report, export sale as well as domestic sale, booking of currency exchange difference as well.
- Undertaking Fund management process, Preparation of documents for Purchase of bill with bank.
- Ensure Reconciliation of bank accounts foreign (Dollar & Euro) and Indigenous Banks.
- Reconciliation of Indian and foreign debtor and take follow ups for remittances.
- Assembled the list of daily and monthly account reconciliations for assessing accuracy of payments and accruals.
- Ensured available data is accurately entered in system to negate duplicate entries.
- Process high volume Accounts Payable as per their Aging on weekly basis.
- Calculating monthly Interest and subventions on Loan accounts eg. Packing Credit, UBDF account etc. and tracking of their overdue.
- Monthly provisions for expenses for balance sheet and profit & loss preparation.
- Prepare and process monthly staff payroll also prepare Directors Remunerations.
- Fixed Assets Register preparation by tracking of fixed asset transactions.
- T.A.(Traveling Allowance) handling domestic and Foreign travel of employees.
- Ensure petty cash expenses are duly reconciling with advances given.
- Daily invoicing with all applicable tracing and serial number.
- Preparation of Documents for foreign remittance .
- Prepare daily MIS report of banks and submit to senior management.
- Tracking of expenses related to export and import Shipments by cooperating with respective departments.
- Inter company units reconciliation of ledgers on daily as well as monthly basis
- Monthly or random Stock Verification by visiting warehouse and submit reports to managements.

Statutory Compliance:

- Ensure statutory compliance ,Levy (Custom Duty) and Employee PF & Pension is paid and return filed on time.
- Monthly TDS Preparation and payment & GST return filling preparation.
- TDS Return Filling of company and group companies and issuing Form 16 and 16A.
- ECGC (Export Credit Guarantee Corporation) Return filling.

- 15 CA and CB preparation.
- Reconciliation of GSTR 2A with Books to ensure the Input of GST.

Internal Audit:

- Audit Monthly Expenses of each site and stations.
- Examining & Evaluating financial systems and Internal Controls to ensure records are accurate and controls are adequate for safeguard against fraud.
- Ensure that salary payable to only number of employees worked.
- Ensure expenses of each site are as per the Budget.

Other Assignments :

- Implementation or updating of software as per need of company.
- Handling new assignments of group company 'Beige textile private limited' incorporated in February 2019. Furnishing Monthly balance sheet with MIS to Management.
- Handle communication with external parties eg. Banks and consultants as required by Management.

Professional Qualification :

- Pass-out CA in Nov 2017.
- B.Com - CSJM University 2012
- M.Com - CSJM University 2014

Other Details:

- Father Name: Som Nath Mishra
- Date of Birth: 22nd May 1991
- Gender: Female
- Marital status: Married
- Language Known: Hindi & English

Declaration:

- I hereby declaring that all the statements made in the above are true to the best of my knowledge and belief.

Date: _____

(Ankita Mishra)

