

CHARU GARG

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#### CAREER OBJECTIVE

Seeking innovative and challenging career which provides greater opportunities to contribute towards the growth of organization and enhance my professional skills as well.

#### WORK EXPERIENCE

- Working as Manager with “Pennyhills”, UK based management firm providing accounting and financial services to small and medium sized enterprises. (From March 2021 onwards)
- Associated with R. Kumar Singal and Co., Chartered Accountants, Barakhamba Road, New Delhi, and provided advisory and drafting services (April 2020 till March 2021)
- Worked with “Litolier Group” having strong existence in various industries including hotel industry, Real estate sector, Investment companies in outside the country as Sr. Manager- Commercial and Legal, (since 9th January 2012 till July 2020).
- Worked as an Audit Manager with Vijay **Mukesh & Co.**, Chartered Accountants, New Delhi (From June 2011 till Oct 2011).
- Worked as an Article Assistant with **Chandiwala Virmani & Associates**, Chartered Accountants, Delhi (from Oct 2007 till April 2011).

#### WORK EXPOSURE IN PENNYHILLS

I have joined the company in March 2021 as Manager- Finance. The company is a startup professional firm providing accounting, financial and taxation services to its clients. I am responsible for ensuring the correctness of data entry by junior team members, preparing monthly management reports for clients, finalization of Financial Statements, Tax Returns, and monthly tax returns as per UK laws. Being a startup, I have got the opportunity to create a process-oriented work culture using various tools for workflow management and project management. I am also contributing towards finding solutions for maintaining a suitable knowledge base for the company.

#### WORK EXPOSURE WITH R KUMAR SINGHAL & Co.

R Kumar Singhal & Co. is a Chartered Accountancy firm with more than 30 years of practice. The company has 4 branches in different states India. I was associated with them from April 2020 till March 2021 and had provided them services in relation to Statutory Audit of various client, drafting of Income tax replies, CIT appeal submissions, research on various direct and indirect matter based upon the need.

#### AREAS HANDLED IN “LITOLIER” GROUP

I had joined the group in January 2012 and was based in “Hotel the Royal Plaza”, Ashoka Road, New Delhi as Assistant Manager- Finance. I was responsible for looking after various taxes and finalization of books of the hotel company. Later, I was involved with the Group compliances, legal and taxation matters and had resigned as Sr. Manager — Commercial and legal in 2020. During my tenure, following are some of the areas handled by me:

#### FINANCE AND ACCOUNTS

- Strategizing and managing the flow of funds among group companies in accordance with applicable laws.

- Finalizing the Financial Statements and consolidation of accounts of the group companies along with coordinating with Internal as well as Statutory Auditors for resolving their issues pertaining to Financial Statements.
- Closing of the books on Monthly / Half Yearly and Annual Basis in a timely manner.
- Compiling budgets given by different departments of the hotel company and comparing them with the actuals and doing variance analyses.
- MIS reporting to Vice President-Legal and commercial.
- Coordinating with foreign professionals (for legal as well as financial matters) for managing the affairs of foreign companies in different countries and travelling to their offices on regular basis for the same.

### **TAXATION**

- Managing Tax matters (both direct as well as indirect) of the group companies along with in-house and outside consultants and drafting replies for the income tax assessments, appeals, written statement, rejoinder, WRIT petitions etc.
- Ensuring timely compliance of all the statutory laws (including Indirect Taxes, Direct Tax and other Corporate Laws) and reviewing Direct and Indirect Tax returns of the group companies.

### **CORPORATE LAW AND OTHER AREAS**

- Assisting in litigation matters of the group companies and attending hearings in NCLT, District Courts of Delhi, Delhi High Court and Supreme Court.
- Coordinating with the advocates and senior advocates in relation to the legal matters.
- Doing case related research and providing inputs in drafting legal replies, rejoinders etc.
- Annual ROC filings, regular ROC compliances, conducting online ROC search of companies for various purposes, finalizing minutes etc.
- Reviewing various market valuation reports, valuation certificates, Gift Deed, Affidavits etc.

### **KEY PROJECTS HANDLED TILL DATE**

- Remaking of Fixed Asset Register of the Hotel Company as per Companies Act from the incorporation of the hotel company.
- Assisted in foreign litigations involving conflict of laws of different countries and had travelled to various countries for managing the litigation.
- Winding up of a foreign company.
- Implementation of Process oriented workflow for different departments.

### **WORKING EXPERIENCE AS PAID ASSISTANT & ARTICLESHIP EXPOSURE**

I have conducted various types of Audits (stock audit, bank audit, statutory audit, tax audit etc), prepared and filed their reports and finalized the financial statements of various companies as per applicable laws. I have filed income tax returns, service tax returns, vat returns, TDS returns, ROC returns and filings etc.

### **IT KNOWLEDGE & PROFICIENCY**

- MS Office, Google drive and worksheets.
- Softwares: Tally ERP 9, BOSS / IDS (Hotel Industry specific), Xero (accounting software), Asana (Project management Software), Syft (Reporting software), Slack (communication software), Loom (for creating

videos and sharing knowledge), Slab (Knowledge management software)

#### **PROFESSIONAL & ACADEMIC QUALIFICATION**

2017 : Qualified L.L.B. from Chaudhary Charan Singh University, Meerut  
2011 : Qualified Chartered Accountancy in May 2011.  
2010 : B. Com (Hons) from Delhi University (Keshav Mahavidyalay).

#### **COMPETENCIES**

- Ability to manage and work in a team.
- Fast learner, adapt well to changes and pressures in workplace.
- Ambitious, hardworking and committed to excellence.

#### **PERSONAL DETAILS**

**Husband's Name** : Mr. Rohit Garg  
**Date of Birth** : 7" April, 1989  
**Linguistic Abilities** : English and Hindi.

(Charu Garg)