

CMA SUMAN SIROHI

Contact :

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Personal Dossier

Date of Birth: 25th October 1985
Father Name: Sripal Sirohi

Languages
English

Hindi

Hobbies

- Reading
- Travelling
- Listening Music
- Watching Movies

Summary

A competent professional with **5 years** of consistent success in maximizing financial performance. Distinction of being an **Associate Member of “The Institute of Cost Accountants of India” Formerly Known As “ICWAI”** and formerly associated with **Rajeev Sharma & Associates** as **“Audit Manager”**

Skill Highlights

- Finance & Accounts
- Cost Data Verification
- Taxation
- MIS Reporting

Academic Credentials

CMA(ICWA)-Institute of Cost Accountants of India (ICAI), Delhi in 2017.

- ☐ **B.Com.** from Delhi University in 2010.
- ☐ **12th** from C.B.S.E.,2004.
- ☐ **10th** from C.B.S.E.,2002.

Technical Skill

- ☐ Enterprise resource planning (ERP)- **Oracle 11i & R12**
- ☐ MS Office (Word, Excel and PowerPoint).
- ☐ Accounting software viz., **Tally ERP**

Training Attended

- ☐ Goods & Service Tax (GST)-Certification Program from Thinking Bridge.
- ☐ Training of "Computer Software in Accounts and Finance" and "Information Technology for Auditing and Cost Management" from I.C.A.I., Delhi.

Experience

Rajeev Sharma & Associates

Audit Manager - 09/2018 to 10/2020

Key Deliverables:

- Accounting Entries in Tally, Profit & Loss and Balance sheet preparation, GST Registration, GST return filing, Income tax return, Company registration at MCA, Apply PAN/TAN, etc.
- Examination of Annual Progress Report (APR) of SEZ & EOU units. Follow up action in respect of deficient APRs by way of Notices to the defaulters/non-filers.
- Scrutiny of QPRs and Half Yearly reports including verification of Utilization Certificate submitted by the SEZ Developers/Co-Developers for placing before the Approval Committee.
- Scrutiny of the value of the Capital Goods and the materials including verification of the total calculation.
- Written opinions required by different level of commissioners (Deputy Commissioner of customs, Joint Development Commissioner, Deputy Development commissioners, Assistant Development Commissioner) in respect of issues related to APR/Balance sheet or any other financial accounting matters.
- Uploading Data of APR/Utilization Certificate in the software.
- Calculations of the Value Additions in case of the Gems & Jewellery Units and submission of reports thereof in terms of the prevailing norms.
- Preparation of reports for the Monitoring of the EOU Units in the various Commissionerates.
- Providing records to CAG Auditors and making reply for observations.

Santosh Kumar & Co.

Cost Audit Assistant-03/2017 to 09/2018

Key Deliverables:

- Posting journal entries in Tally ERP
- Income tax return filing
- GST return filing
- Profit & Loss statement and Balance Sheet preparation
- Cost sheet preparation

FICC Dept. (Govt of India)

Cost Evaluation-Consultant-09/2016 to 03/2017

Key Deliverables:

- Evaluation of cost data submitted to the Ministry by different fertilizer companies
- Examine the reasonability of MRP of different products fixed by the company
- Critically examine different elements of cost sheet of the products like total cost of Production, administration cost, interest and finance charges etc.
- Compare the profit/loss of different companies to ensure the company is not earning abnormal profit.
- Analyze the cost audit reports submitted to the ministry by different cost accountants
- Verify the working of the cost audit reports
- Maintaining the cost data submitted by the different companies in excel formats and report it to the concerned officer
- Reconciliation of cost profit with financial profit

MARUTI SUZUKI INDIA LIMITED

Industrial Trainee -02/2014 to 02/2015

Key Deliverables:

- Preparation of Bank Reconciliation of different banks with GL on a daily basis
- Preparation & Reconciliation of Dealers Accounts & Reporting to Management on a daily basis
- Handling of Export Remittance and Earnest Money Deposit (EMD) matters
- Preparation of Dealer Balance confirmation report on half yearly basis
- Preparation of Pay in Slip (PIS) and Making Monthly closing accounting entries in ERP (Oracle)
- Posting journal entries in ERP Oracle