



CA ANSHIKA CHAUHAN

CHARTERED ACCOUNTANT

A result-oriented professional targeting challenging assignments in **Finance & Accounts Operations / Chartered Accountancy / Auditing & Taxation / Accounts Reconciliations** with an organization of repute.
Target Location: **Bengaluru / Pune / Delhi-NCR / Hyderabad / Mumbai**

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Profile Summary

- Achievement-driven professional, offering **nearly 3 years** of experience in **Chartered Accountancy, Finance & Accounts Operations, Auditing, Taxation, Reconciliation Statements, and Commercial Functions**
- Expertise in applying advanced audit concepts and techniques to **analyse fiscal & operational systems** and formulating, recommending and implementing **administrative policies and procedures** to improve internal control systems; understanding and interpreting **government auditing requirements**
- Knowledge of filing of **direct & indirect tax returns, GST, TDS returns and Service Tax returns** in compliance with Statutory Tax Acts
- Managed **portfolios worth Rs. 100-700 crores** in Shubhankar Jaiswal & Co.
- Conducted the **internal audit** of the companies including set-up and implementation of internal audit system; coordinated in planning & management activities to ensure completion of internal & statutory audits within time
- Prepared the **financial reports** and analysed the same to **provide feedback to the top management** on business performance, such as **monthly turnover, profitability, and quarterly group comparison**
- Proficient in **comparative analysis, financial performance management, P&L reporting, variance analysis** of revenue and cost & operating expenses
- Skilled in **MS Word, MS Excel, MS PowerPoint**, and various accounting software such as **Computax, Tally ERP9, and Zoho Books**
- An **effective communicator** with strong **analytical, logical, and interpersonal skills** to relate to people at any level of business and management; **problem-solver** with the capability to work under pressure and meet deadlines



Core Competencies

Finance & Accounts
Statutory Compliance
Financial Statement Analysis

Auditing
Account Reconciliations
Portfolio Management

Taxation
Accounts Receivable/ Payable
Documentation & Reporting



Technical Skills

- MS Word / MS Excel / MS PowerPoint
- CompuTax
- Tally ERP 9
- Zoho Books



Professional Experience

Finance Manager at Insurgics Health Solution Pvt. Ltd., Delhi

Mar'20-Present

Key Result Areas:

- Reporting to the CEO/ CEO of the organization and designing the Internal Financial Control System & compliance of statutory provisions & forecasting of budget & closing of sale & analysis of financial records.
- Finalizing the financial statements as per the generally accepted accounting principles, standard and applicable laws.
- Checking and making the statutory dues of companies like TDS, GST due, P.F. and other statutory compliance as well.
- Preparing the finance deck including projections of expense, manpower, and assets for the company for the investor purposes.
- Raising of monthly invoices and Conducting monthly reconciliation of banks and quarterly reconciliations of the Sales and Account Receivable and Account Payable.
- Preparation & implantation of pricing policy for direct customer including rebate program, as well part of a team for decide the price of sale product and updating the same in accounting records.
- Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports i.e. P&L, Balance Sheet, Cash Flow, Sales Records, MIS.
- Preparation and designing of accounting policies as per Indian GAAP.

Associate Chartered Accountant at Shubhankar Jaiswal & Co., Chartered Accountant, Meerut

Jan'18-Feb'20

Key Result Areas:

- Formulated & finalized the financial statements; prepared & filed the GST returns of Paswara Chemicals Ltd. & Paswara Impex Ltd.
- Prepared & finalization the financial statements, GST returns and appraisal papers for loans of Paswara Papers Ltd.
- Audited & finalized the financial statements; prepared the Tax Audit u/s 44AB of Income Tax Act of India, 1961 for Bestochem Formulations India Ltd.
- Conducting ledger scrutiny, statutory audits and preparing the tax audits u/s 44AB of Income Tax Act of India, 1961 for Win Medi Care Private Limited
- Conducted statutory audit of:
 - SBEC Bioenergy Ltd., a wholly owned subsidiary of SBEC Sugar Ltd.
 - State Bank of India, which included preparation of long form audit report
- Performed the ledger scrutiny and statutory audit of Jayesh Tradex Pvt. Ltd.
- Prepared and filed/ e-filed:
 - Periodical TDS Returns of companies and firms
 - Tax audit reports and Income Tax Returns of corporate and non-corporate entities
- Managed:
 - Accounting works of the clients, regular review of accounts
 - GST registration, filed GST Returns, and applied compliance with Goods & Service Tax notifications



Articleship

Article Assistant at Sumit Chandna & Associates, Chartered Accountant, Meerut

Oct'11-Apr'15

Key Result Areas:

- Conducted Tax Audits of private limited companies, partnership firms, & individuals, and Statutory Audits of banks such as State Bank of India & Oriental Bank of Commerce etc.
- Drafted the partnership deeds, audit reports, income tax replies, and rent agreements
- Formulated the project reports & provisional balance sheets, and prepared the TDS Returns, Service Tax Returns, and so on for the firms



Trainings

- 100 hours of I.T. Training conducted by Board of Studies, ICAI
- 35 hours of Orientation Program conducted by Board of Studies, ICAI
- General Management and Communication Skills Program conducted by Board of Studies, ICAI



Certification

- 24 hours Certification Course of IND AS conducted by Ernst and Young Associates LLP



Education

- CA from The Institute of Chartered Accountants of India, New Delhi, in 2018
- M.Com. from Meerut College, C.C.S. University, Meerut, in 2014
- B.Com. from Meerut College, C.C.S. University, Meerut, in 2012
- Higher Secondary from D.B.A.B. Inter College, Meerut (U.P. Board), in 2009
- Senior Secondary from D.B.A.B. Inter College, Meerut (U.P. Board), in 2007



Personal Details

Date of Birth: 08th February 1993

Languages Known: English and Hindi

Address: Ishapuram, Mawana Road, Meerut - 250001, Uttar Pradesh, India