



Madhur Aggarwal

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Delhi NCR, India 110033

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Professional Summary

Organized Account & Finance Professional with 4.5 years of managing accurate accounting information, tax return support, bookkeeping, and corporate operations. Workswell in large teams in corporate environments. My passion is to develop deep expertise in the field of Accounts, Tax, and Audit.

Skills

Business Accounting & Taxation

QuickBooks ERP by Intuit

Tally Prime & Expense Reports

Strong verbal communication skill to interact within Corporate vertical and Clientele.

Business E-Mail writing.

Auditing & Finalization of Financial Statements

Proficient in MS Excel & Google Suite Solutions

GST & TDS Compliance

Bank Reconciliation & Account Reconciliation

US GAAP

Work History

09/2021 – Concluded in November -21
Associate Finance- Freelance Assignment
KNM Advisors , Delhi, IN

- Accounting Operations for Peanut Butter Making Company -SME client
- Reconciling Accounts Payable with available information for FY 20-21 Audit .
- Book -keeping of Sales, Purchases and Expenses .
- Payroll Process of Employees.
- Adminstrating Company Current Bank Account and Bank Reconciliation in Quickbooks Online Plus .
- GST & TDS work for Tax Compliance purpose .

04/2021 – 08/21

Assistant Manager Finance

Beyond Outsourcing Inc., Delhi, IN

- Accounting Operations for US based Business.
Hammerhead Global Solutions
 - QuickBooks GL Accounting
 - Vendor Reconciliation
 - Deposits Batch Clearance
 - Bank feeds Review
 - Transaction Processing
 - Running Reports in QuickBooks.
 - Payroll Segment - G-Sheet Workings & Calculations for On -roll Employees, Generating Paychecks & Time Sheets.
- Executed core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations.
- Used QuickBooks to prepare monthly reconciliation of bank accounts and take corrective actions on deviations.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Mitigated process gaps and managed all operational functions, including account openings, trades, documentation, and regulatory compliance.
- Performed spending analysis to refine policies and develop recommendations for improvement.

03/2020 - 04/2021

Sr. Accounts & Finance Executive

EmployWise (GGSL), Delhi NCR, IN

- EmployWise-SaaS Service Provider -
- Complete General -Accounting of IT Company -Invoicing of ARs
- Tracking and Plugging Revenue leakage in Invoicing check to clients of IT company up to Rs 8 lakhs
- Account Finalization with Manager for FY19-20 Statutory Audit
- GSTR-9 Workings
- GST & TDS -Monthly data ready
- F & A Decision meetings with CEO, Manager and Clientele.
- Drove operational improvements which resulted in savings and improved profit margins.
- Used coordination and planning skills to achieve results according to schedule.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

03/2019 - 02/2020

Sr. Accounts & Audit Associate

Bhambri Chopra & Pushkarna

- Bhambri Chopra & Pushkarna Clients: Globe Toyota, Vodafone, Idea, IP Cleaning and India Brand Equity Foundation.
- Statutory Audit of Prestigious RBI Branches-Lucknow & Kanpur
- Internal Audit of Globe Toyota
- GL Accounting & Tax compliance of clients.
- GST Audit-Matrix Cellular-SNG Advvisers Assignments
- Income and LTCG/STCG assessment based on Mutual Funds & Stock Trading statements.
- Scrutinizing Ledgers & accounting entries

06/2017 - 01/2019

Accounts & Tax Executive

GSK & Associates LLP, Delhi NCR, IN

- Clients: Bank of India, Tempesta Luxury, ISEO Printpack, Manisha International
- Competent Working in Account Finalization of Resolving Discrepancies in accounts.
- Conducting the Audit Examination and the Internal control check during Statutory & Stock Audits and Vouching and Verification.
- Able Assist in GST Return Filing of Firms, Pvt Companies.
- Able to assist TDS return (Salary /Non-Salary /TCS) Filing via Computax.
- Accounting of Firms Transactions in Tally.
- Payroll and its Components –Salary and Employee Reimbursement's Ledger Scrutiny & ESI/EPF Computation /Depreciation, Provision Entries in Tally.
- ITR Filing of Individuals/ HUF/ Firms, Pvt Ltd. Companies.

Education

Bachelor of Commerce, Accounting and Finance, University of Delhi, Delhi -Distinction in Six Subjects

Currently Pursuing Certified Management Accountant USA , Along with the Full time Job

CA -Course - L1 & Articleship Cleared, Financial Reporting & Accounting, Cost & Revenue, *ICAI*, Delhi

High School Diploma, CBSE, Delhi
Commerce XII-84 % CBSE

High School Diploma, CBSE, Delhi
CBSE, Class X, 86 %

Certifications

Business Accounting & Taxation, EduPristine
GST Course-NIRC Faridabad
IT Training (CA) - ICAI
Business Communication -British Council
QuickBooks Intuit
Tally Prime

