

CA PAYAL GUPTA

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SYNOPSIS

- **First Attempt** Chartered Accountant by qualification with overall 8+ Years of experience (post qualification experience of more than 5 years).
- Working as **Assistant Manager RTR-COE (Record to Report – Centre of Excellence) with Vodafone India Services Private Limited (Vodafone Group)**, Pune.
- A self-motivated team player with leadership skills, strong communication skill and an analytical mind with ability to think clearly and logically & take decisions.

CORE COMPETENCIES

Corporate Reporting	Consolidation
Budgeting and Control	Audits & Taxation
Financial Reporting and Analysis	Communication and interpersonal skills

ACADEMICS

2014	CS Inter from ICSI with First Attempt.
2012	CA from ICAI with First Attempt.
2010	B.Com from K. J. Somaiya College of Arts & Commerce, University of Mumbai with 76% marks.
2007	HSC from Maharashtra State Board with 82% marks.
2005	SSC from Maharashtra State Board with 73% marks.

PROFESSIONAL DEVELOPMENT

2014	IFRS Course from KPMG, Mumbai.
2012	GMCS Training from ICAI, Mumbai,
2011	ATC (Accounting Technicians Certificate) from ICAI.

ARTICLESHP TRAINING & POST QUALIFICATION EXPERIENCE

Organisation : **Vodafone India Services Private Limited (Vodafone Group)**

Period : **March 2017 to Present**

Designation

2017 : **Assistant Manager**

Role:

- ⇒ Ensure smooth and timely month end closure process.
- ⇒ Expense provisioning and general accounting.
- ⇒ Manage daily work allocation within the team.
- ⇒ Ensure Balance Sheet reconciliations are completed on a monthly basis to a high standard.
- ⇒ Perform monthly review and identify key risks and opportunities.
- ⇒ Ensure SOX controls are maintained, including formal annual sign-off.
- ⇒ Ensure adherence to Group accounting policies and review/update specific policies on timely basis.
- ⇒ Work to support the SSC (Shared Service Centre) to ensure they are compliant with all controls.
- ⇒ Accountable for the delivery of any monthly accountable suites.
- ⇒ Providing value added insight regarding the reported and underlying performance of the Business.
- ⇒ Liaison with commercial accountants and the Business/Markets to relay in period & YTD financial performance.
- ⇒ Review monthly results & feed into the forecasting process.
- ⇒ Handling Q&A team on a monthly basis.

**Organisation : Axis Securities Limited
(A Subsidiary of Axis Bank Limited)**

Period : February 2016 to February 2017

Designation

2016 : Deputy Manager

Role:

- ⇒ Preparation of accurate and timely legal and management financial statements – monthly, quarterly and yearly.
- ⇒ Preparation of related party transactions for non-broking division and consolidation at overall Company level.
- ⇒ Administering revenue and expenses related to revenue.
- ⇒ Overall administration of accounting related practices like invoicing, income provisioning, incentive provisioning and revenue analysis.
- ⇒ Voucher checking for expenses w.r.t. TDS, service tax applicability and as per proper accounting principles.
- ⇒ Assistance in statutory audit, transfer pricing audit, internal audit, Tax audit and SOX audit.
- ⇒ Preparation of various Compliance reports including Structural Liquidity Report on monthly/quarterly basis, Arm's length certificate, XBRL filing etc.

**Organisation : IL&FS Maritime Infrastructure Company Limited
(IL&FS Group)
(Development & Construction of Maritime Projects)**

Period : June 2012 to February 2016

Designations

2013-2016 : Assistant Manager

2012-2013 : Consultant

Role:

- ⇒ Core competency in consolidation of financial statements.
- ⇒ Been a part of Hyperion implementation team across the group.
- ⇒ Finalisation of accounts, preparation of balance sheet and P&L statement in both IGAAP & IFRS.
- ⇒ Also handled an assignment of US GAAP.
- ⇒ Assisting CFO in the implementation and setup of Internal Financial Controls (IFC) and monitoring them.
- ⇒ Handling domestic and international transfer pricing audit, tax audit and income tax assessments including documentations.
- ⇒ Preparing and reviewing income tax returns, income tax filings, advance tax payments, TDS payments and XBRL filings.
- ⇒ Independently liaising/ co-ordinating with external auditors (Big4) & tax consultants.
- ⇒ Monitoring compliances related to Companies Act, 2013
- ⇒ Monitoring regular accounting processes.
- ⇒ Part of Financial planning and analysis team.
- ⇒ Assisting syndication team in making financial model for bank borrowings.
- ⇒ Managing cashflow working capital cycle by tracking utilisation of funds requirement for short and long term need.
- ⇒ Coordinating with accounts and other cross functions in collecting the relevant data and information.
- ⇒ Timely submission of treasury and financial reporting MIS.
- ⇒ Preparing various reports based on the requirements from the lenders/prospective lenders.
- ⇒ Preparing quarterly forex report in compliance to RBI and Banks.
- ⇒ Assisting in valuations.
- ⇒ Corporate Financial Reporting directly to CEO & CFO on regular basis including P/L & profitability analysis.
- ⇒ Preparation of various functional and analytical reports including variance analysis showing KPI's of the Company.
- ⇒ Formulating cost effective budgets and conducting variance analysis to determine reason of difference and implementing corrective actions.
- ⇒ Had been a part of takeover process and various other financial aspects.
- ⇒ Handling various other routine group requirements.

Organisation : M/s Atul Palan & Company, Chartered Accountants at Mumbai
(Internship as per Rules of ICAI)

Period : October 2007 to March 2011

Role:

- ⇒ Computation of income and return of all types of Individuals, Pvt. Ltd. Companies, Firms, HUF, Co-op. societies, Charitable Trusts etc.
- ⇒ Prepared E-TDS return, Service Tax return, Sales Tax return, payments, registration and filing the same with income tax authorities.
- ⇒ Handled various I.T. assessments.
- ⇒ Made various reconciliation like bank, debtors & creditors
- ⇒ Prepared accounts from incomplete records
- ⇒ Review of Advance Tax, monthly and weekly TDS and advice on TDS deduction.
- ⇒ Data entry of all types up to initialization.
- ⇒ Handles various Statutory applications e.g. PAN, TAN etc.
- ⇒ Statutory, Internal, Tax and VAT audit of Manufacturers, Dealers in precious stones and gold jewellery, High net worth individuals, Investors and brokers in securities, Retail and wholesale dealers etc.
- ⇒ Registration procedure, ROC Compliances (Annual Filing of Returns with ROC).

EXTRACURRICULAR ACTIVITIES

- ⇒ 1st Position in College in Accounts in HSC Board Exams.
- ⇒ 2nd Position in College in Maths in HSC Board Exams.
- ⇒ 1st Position in College in IAPM (Investment Analysis and Portfolio Management) in T.Y.B.Com Exams.
- ⇒ Secured B grade in Elementary exam of Drawing at Maharashtra level

IT FORTE

- ⇒ Completed 100 HRS Information Technology Training by ICAI from Mumbai
- ⇒ Well Versed with SAP, MS Office, Tally versions, Axapta System(ERP), SUN System & Hyperion Financial Management System

PERSONAL DOSSIER

Date of Birth : 16th April 1990
Languages Known : English, Hindi and Marathi
Marital Status : Married
Present Address : 902, Aleria Apartment, Downtown Road, Ashoka Nagar, Kharadi, Pune - 411014

Truly,

Payal Gupta