

**SHILPA KHERIA (CMA)**

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E-mail : [shilpa123.kheria@gmail.com](mailto:shilpa123.kheria@gmail.com)**CAREER CONTOUR**

A result oriented technically focused professional willing to learn and explore new things and constantly strive for quality output. I seek to apply my skills and experience to steer progressively both the growth of my career as well as that of the organization.

**EDUCATIONAL QUALIFICATIONS**

Degree	Institution	Year	Performance
Cost and Management Accountant	I C A I	Dec, 2018	52.50
M.Com (Hons.)	LNMU University	2017	71.94
B.Com (Hons.)	LNMU University	2014	67
Higher Secondary (Commerce)	C.B.S.E	2011	77.2
Senior Secondary (10 <sup>th</sup> )	C.B.S.E	2009	75.6

**WORK EXPOSURE****Poonawalla Fincorp Limited (Formerly Magma Fincorp Limited)****Designation:** Deputy Manager (Taxation)**Mar'2021 till-Present****Key Deliverables :-**

- ✓ Handling Tax assessment of Holding and its group companies, Preparation and filing of replies, petitions and making representation before the authorities for Assessment, Appeal, Order, Refunds.
- ✓ Study and research on tax pronouncements and referring new stands for implementation resulting in lower tax outgo as well as educating and updating others team members.
- ✓ Preparation of notes or opinions on the different topics post complete Research from various sources and its implementation if in favor of the organization.
- ✓ Assistance in fulfilment of GST compliance so that no future hassle at the time of assessment or audit.

**PricewaterhouseCoopers Co LLP****Designation:** Senior Analyst**Jan'2020 to Feb' 2021****Key Deliverables :-**

- ✓ Perusing the departmental Letter/Query/SCN issued, and list of requirements sought by the GST Authorities and intimating clients about the documents and information;
- ✓ Drafting of Letter/Replies to be submitted before the adjudicating authority if

- the refund claimed is remanded by and assistance in submission of letter;
- ✓ Drafting and filing of appeals before Commissioner (Appeals)/CESTAT(Tribunal) against the orders passed by the tax authorities in connection with the refund claims;
- ✓ Assist in drafting and filing of additional submissions before or during the course of personal hearings;
- ✓ Preparation and Review of GST Annual Return based on Records produced and reconciliation of GST Returns filed with Books of Accounts maintained;

• **Experience of handling clientele of following Industries:**

1. Software and Technology	<ul style="list-style-type: none"> <li>▪ Samsung R&amp;D Institute Bangalore (India) Pvt Ltd</li> <li>▪ Ariba Technologies India Private Limited</li> <li>▪ Autodesk India Private Limited</li> </ul>
2. Pharmaceuticals	<ul style="list-style-type: none"> <li>▪ Apotex Research Private Limited</li> </ul>

**Dhanania & Associate (GST Dost)**

Designation: Senior Consultant

**Apr'-19 to Dec' 20**

**Key Deliverables :-**

**Goods & Service Tax(GST):**

- ✓ Responsible for routine compliances on GST such as filing monthly returns and monitoring input credit to ensure no loss of credit, etc.
- ✓ Review of working of tax liability towards GST and reconciliation thereof with Returns filed and Books;
- ✓ Identification and Verification of ineligible input tax credit and reversal thereof;
- ✓ Preparation of various statutory registers such as ITC Register, RCM Register and others required to be maintained as per the GST Law;
- ✓ Reconciliation of Books of Accounts with the returns filed for the purpose of GST Annual Return and GST Reconciliation Statement i.e., GST Audit.

• **Experience of handling clientele of following Industries:**

1. Steel Industry	▪ Nezone Tubes Ltd
2. Mineral & Iron Ore	▪ Vedika Metals Pvt Ltd
3. Electronics and Consumer	▪ G.S Refrigeration Pvt Ltd
4. Transportation	<ul style="list-style-type: none"> <li>▪ Shanker Logistics Pvt Ltd</li> <li>▪ Alok Transport</li> </ul>

**Articleship Exposure:**

**MSTC LIMITED, (A Govt. Of India Undertaking)**

**Sep' 17 to Mar'18**

- ✓ Preparation, Opening and Amendment of Import LC and Export LC along with discounting;
- ✓ Communication on Bank Guarantee topics and administration topics with local treasury teams and Head Quarter;
- ✓ Tracking import documents under LC/Guarantees with the banks;

- ✓ Processing claims, reconciliation of bank fees and commissions.

**NAYAK & CO. (CMA FIRM)****Apr'16 to Oct'16**

- ✓ Preparation of vouchers, Accounting entries in tally.
- ✓ Scrutinized general ledger Reconciliations.
- ✓ Filing of income tax return of individual.

**COMPUTER EXPOSURE**

- Working Knowledge of Cygnet File GST, Tally ERP 9 and Oracle.
- Highly Proficient in MS Excel 365 and 2016 version.
- Successfully completed-ITT, Communication Skill Program and Orientation Program.

**PERSONAL DETAILS**

Date of Birth	:	04-11-1994
Fathers Name	:	Mr. Kamal Kumar Kheria
Marital Status	:	Single
Languages Known	:	English, Hindi
Strength	:	Flexible, Consistent, and like to work in team
Interest	:	Reading Newspapers, Listening music
Permanent Address	:	Gandhi Chowk, Bada Bazar Darbhanga (Bihar)

**DECLARATION**

I, declare that the information specified in the Curriculum Vitae is true to the best of my belief and knowledge and correctly describes my experience and myself.

Date:

Place: