

Neha Jain
B.Com.(H), ACA

C-67, First floor, Ardee City, Sector 52, Gurgaon
+91 9711499838
neha.jain3030@gmail.com

WORK EXPERIENCE

Organization: **Mckinsey & Company**

Current designation: Assistant Manager in Corporate Tax Team

Tenure: From Aug 4, 2014 till date

Key Responsibilities:

- Preparation of statutory accounts, corporate tax return, managing tax audits and tax planning.
- Compilation of statutory financial results for Group, coordination for statutory audit process in Group Companies, completion and filing of tax returns before the due date.
- Calculation, invoicing, documentation and planning of transfer pricing charges of the Firm
- Coordination with tax experts and advisors in the respective countries and providing assistance during tax audits and assessments

Organization: **Cairn India Limited**

Designation: Assistant Manager in Corporate Financing and Reporting

Tenure: From Feb 27, 2011 – Aug 3, 2014

Key Responsibilities:

- Financial Statements preparation as per revised Schedule VI [Standalone & consolidated]
- Limited Review [LR] Results preparation on quarterly basis for SEBI filing
- Preparation of subsidiary financial statements as per IFRS.
- Half year and year closing as per IFRS for Vedanta's consolidation purposes
- Monthly finance reviews to the management
- ESOP accounting, inventory valuation and provisioning
- Preparation and audit of cost records and reports
- Preparation of presentation /reports to be presented to the Board of Directors
- Additional projects like preparation of internal control policies, buyback policy documentation, presentation on new accounting standards/updates, etc.

Achievement and recognition:

- Created SOP for the accounting of insurance, buyback of shares and ESOPs
- Changed functional currency of the Company reducing the forex exposure by ~\$150m
- Assisted in implementing treasury module
- Reduction in the audit timelines of 31 subsidiaries by 1 month
- Successful completion of cost audit within 2 months

Organization: **BSR and Company (KPMG)**

Designation: Senior Associate in Assurance Services

Tenure: From May 24, 2010 to Feb 21, 2011

Responsibility:

- Maintaining and building on client relationships which include engagement management and assessments. Servicing the client by timely resolution of any professional, technical or other client service problems or requests.

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- Review of internal control procedures critical to organizational functioning.
- Managing the engagement team, ensuring timely completion of engagement and performance appraisals of the team members.

Organization: **Deloitte Haskins & Sells**

Designation: Assistant Manager in Assurance Services

Tenure: From 2006 to 2010

Exposure to:

- Preparation of audit plan and ensure completion of the same within the time.
- Compliance with accounting standards and Company law statute.
- Drafting audit reports as per the reporting requirements of Companies Audit Report Order, 2003 (CARO).

PROFESSIONAL QUALIFICATIONS

| Month/Year | Qualification | Institution |
|-------------|---------------|--|
| November 08 | CA Final | The Institute of Chartered Accountants of India, New Delhi |

ACADEMIC QUALIFICATIONS

| Year | Qualification | University/School | Percentage |
|------|---------------|------------------------------------|------------|
| 2006 | B.Com (Hons) | Hansraj College, Delhi University | 68% |
| 2003 | AISSCE (CBSE) | Mahavir Senior Model School, Delhi | 89% |
| 2001 | AISSE (CBSE) | Mahavir Senior Model School, Delhi | 83% |

ACHIEVEMENTS (ACADEMIC & EXTRA CURRICULUM)

- Organized finance party within 6 months of joining in Cairn India Limited.
- Part of organizing committee for team building trips in Cairn.
- Received appreciation as PAT ON THE BACK by the management at several occasions.
- Participated and won prizes in debates, extempore, etc at both school and college level.
- Worked as a member of the organizing committee, coordinated and conducted events for the college Commerce seminars.

ACCOUNTING PACKAGES

Working experience on Oracle, SAP (accounting ERP) and Hyperion (reporting package)

PERSONAL DETAILS

Date of birth : June 18, 1985
Hobbies : Dancing, traveling and listening to music