

CURRICULUM VITAE

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Career Objective

To serve my organisation honestly with the best of my abilities while seeking challenging assignment and responsibility with an opportunity for growth which helps me achieve organisational as well as personal goals.

Work Experience

Currently Working at Azure Power India Pvt Ltd. as Sr Executive in Finance and Accounts - Indirect Taxation

(Aug' 17 till Date)

- In-depth scrutiny of all the revenue and expenses GLs to finalize the liability and input.
- Working with team members for creating back-ups in the department
- Preparation of reconciliations and data for VAT & service tax assessments by relevant departments as per the notices received from them from time to time
- Timely new GST Registrations of Companies for proposed project in required states. And Handling GST issues relating to implementation
- Preparation of monthly GST returns (GSTR-3B, GSTR-1, GSTR-2 etc). **(Manages more than 160 registrations)**
- Guiding other departments relevant provisions of GST Acts/Rules
- Support in audits by preparing reconciliations and matching data with books
- Making monthly GST Payments before due date and posting entries related to GST payment and input adjustment in SAP.
- Preparation of Transitional Returns to ensure carry forward of input from previous Tax Regime to GST Regime

Currently Working at S C Vasudeva & Co as an Audit Executive in Risk Advisory

(Feb' 16 - Aug' 17)

Major Assignments Included:

Client Name	Scope of Work
Azure Power India Pvt Limited (Azure Power is a leader in Indian Solar industry having portfolio of over 1 GW under various stages in 15 states)	Internal Audit including the Review of the Following Aspects & Processes : <ul style="list-style-type: none">• Statutory Compliances including TDS, Service Tax, VAT, Labour Laws• Financial Accounting Review, SOP Compliance• Project Cost Review including Procurement Controls• EPC & O&M contracting Review• Revenue Assurance/O2C/Billing Process Review
2. ICRA Limited (Investment Information and Credit Rating Agency of India Ltd listed in Bombay Stock Exchange and the National Stock Exchange)	Internal Audit including the Review of the following aspects & processes : <ul style="list-style-type: none">• Highlighting deviations in the standard Mandates against the SEBI guidelines• Rating Process and Disclosure requirement in CRA Website• Compliance of Code of Conduct as per SEBI (Prohibition of Insider Trading) Regulation, 2015• Conflict of interest.• Surveillance Exercise and highlighting deviations if rating has not been reviewed periodically
3. Continental India Pvt Limited (Continental India Pvt Ltd is leading company engaged in production and distribution of tyres for commercial and premium passenger tyres)	ICOFR Audit including Walkthrough and Testing of Operative Effectiveness of Controls of following areas - <ul style="list-style-type: none">• Finance and Accounts• Treasury and Investments• Human Resource - Hire to Retire• Procurement to Pay
4. Artsana India Pvt Limited (CHICCO) (AIPL is wholly owned subsidiary of International Artsana SA, Luxembourg engaged in trading of child and baby toys, utility & care products)	<ul style="list-style-type: none">• Order to Cash• Production• Fixed Assets Procurement and Management• Inventory Management

5. Forum 1 Aviations Pvt Limited <i>(Forum 1 Aviation is a premium Air Charter company)</i>	SOP Designing, ICOFR Audit and Internal Audit of following areas - <ul style="list-style-type: none"> • Finance & Accounts including Fixed Assets Management • Human Resource • Order to Cash • Procurement to Pay
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Worked at GSA & Associates (headed by Mr Amarjit Chopra, Past President of ICAI) as an Articled Assistant (Aug' 12 till Sep' 14)

Major Assignments Included:

Client Name	Scope of Work
Infrastructure Leasing & Financial Services Ltd <i>(IL&FS is one of India's leading infrastructure development and finance companies)</i>	Internal Audit of 2 SPVs - <ul style="list-style-type: none"> • Pune Sholapur Road Development Company Ltd • MP Border Checkpost Development Company Ltd Areas covered : Expense Booking, Borrowings, Project Capitalisation, Statutory Compliances and Treasury Management
Sandhar Technologies Limited (STL is medium sized auto component manufacturer and supplier having most of the Indian OEMs as its customers)	Internal Audit covering - <ul style="list-style-type: none"> • Evaluation of the efficiency in terms of Operating standards and evaluating the standard • Compliance of Inventory policy & review of material procurement, inventory levels, norms, holding requirement. • Production, Maintenance and Quality departments • Verification of Pos with subsequent suppliers along with subsequent payments to suppliers • Review of Policies, Procedures, legal and statutory compliances • Looking after compliances of TDS, Service Tax, VAT, PF, ESI, Excise and Customs • Managing collection, Debit notes and credit note scrutiny • Performing creditor ageing and analysing payment terms for the same • Review of Debtors along with the reasons in case of long overdue amount. • Fixed Assets verification and its reconciliation with the values reflected in books along with verification of assets lying with third party. • HR Audit - Review of Policies, Procedures, legal and Statutory compliance including Labour Laws
Pitney Bowes India Pvt Limited (PBIPL is subsidiary of Pitney Bowes Inc. engaged in software publishing, consultancy and supply)	
Agriculture Insurance Co. of India Limited (AIC transacts insurance businesses directly/indirectly concerning agriculture and its allied activities)	
Syndicate Bank (Corporate Finance Branch)	
Punjab & Sind Bank	Concurrent Audit Covering: Checking Compliances with KYC , Letter of Credits, Bank Gurantees, Term Loans, CC & SOD credit facilities, SMA A/cs, NPA A/cs, Cash Verification, Revenue Leakage.
Sony India Pvt Ltd	Price Protection Audit
Spice Retail Ltd	Process Audit covering - <ul style="list-style-type: none"> • Cash Collection Verification, In Transit Verification, Customer Schemes • Physical Verification of stock

Worked at SRP & Co. as an Audit Assistant and has done Banks Concurrent Audit Assignments (Sep' 11 till Jun' 12)

Computer Knowledge:

- Well versed with Business Intellegence like MS Office including advanced Excel Tools
- Working knowledge of Accounting softwares like SAP, Tally ERP 9, Finacle, Flexcube, ORACLE
- Working knowledge of Taxation softwares like Computax

Professional Qualification:

Examination	Institution	Year
CA -CPT	ICAI	June, 2010
CA IPCC (1st Group)	ICAI	May, 2011
CA IPCC (2nd Group)	ICAI	November, 2011
CA Final (Both Groups)	ICAI	November, 2015

Academic Qualification:

Examination	Institution	Year	Remarks
Higher Secondary	CBSE	2008	Scored 75.2% Marks
Senior Secondary	CBSE	2010	Scored 88.2% Marks
B.Com	University of Delhi	2013	Scored 60% Marks

Other Information:

Personal Interest : Sketching, Cricket, Watching Movies
Location Preference : New Delhi, NCR
Languages Known : English and Hindi

Dated: (Nishant Verma)