

Ankush Mittal
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Profile Summary

- ❖ Finance & Accounts professional with over 2.5 years of experience
- ❖ Qualified CA Final examination in May 2016.
- ❖ Completed three year of Articleship Training from a reputed firm M/s VHP & Co., Delhi
- ❖ Completed my graduation from MGSU in 2013.

Career Objective

To work in an innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level.

Articleship Experience

M/s VHP & Co. (Chartered Accountant)

(from April 2012 to April 2015)

Working Experience

Wipro Ltd.

(From August 2018 to Till now)

- ❖ Heading finance functions, determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial control
- ❖ Supervising the preparation of monthly financials, evaluation of projects based on cost benefits analysis to arrive at its financial and commercial feasibility
- ❖ Monitoring preparation of statutory books of accounts, bank reconciliation and consolidated reports in compliance with time & accuracy norms
- ❖ Administering financial statements including trial balance, profit & loss accounts, age-wise accounts payables & receivables statements and balance sheets
- ❖ Determining financial objectives and designing & implementing systems, policies & procedures to facilitate financial control; guiding preparation of cash flow & bank reconciliation statements
- ❖ Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with the statutory requirements
- ❖ Overseeing administration of the department and maintaining coordination between various internal departments for smooth functioning
- ❖ Coordinating with the team for sending the MIS report to head office, also for manpower planning, recruitment, induction, exit interviews & ensuring cultural fit
- ❖ Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, TDS and other statutory returns
- ❖ Preparing internal & statutory audit schedules on quarterly and yearly basis
- ❖ Computing & arranging for timely deposit of taxes (Income Tax, GST); filing the returns for timely completion of assessment and ensuring statutory compliance
- ❖ Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist top management
- ❖ Preparing the personal files, cash & fund flow statement, balance sheet, debtors' reconciliation and other financial reports to keep track of financial performance

- ❖ Statutory Audit of Manufacturing Industry, Trading Industry, Service Industry and industry on which Ind AS is applicable.
- ❖ Internal Audit of Listed Manufacturing Industry, Trading and Service Industry.
- ❖ Internal Financial Control audit of Manufacturing & Trading Industries.
- ❖ Statutory Compliances related to calculation & timely payment of advance tax, applicability deduction and payment of TDS, TDS return filing, computation & payment of Income Tax.
- ❖ Tax Audit of various entities of different industry like Manufacturing and Trading Industry, Service Industry.
- ❖ Handled Accounting related assignments of Trading and Service Industry including key responsibilities of Maintenance of Books of Accounts, Dealing with Clients and Vendors, Cash and Fund Management, Statutory Compliances and Timely return filings, RoC Compliances, Preparation of Monthly Stock Statement and Finalization of Books of Accounts.

Professional & Academic Qualification

Degree/Course	Board/Institute/University	Year of Passing
CA-Final (Both Group)	ICAI	May 2016
B.Com.	Maharaja Gangasingh University, Bikaner	2013
10+2 (Commerce)	Board of Secondary Education, Rajasthan	2010
10 th	Board of Secondary Education, Rajasthan	2008

Achievements and Extra Curriculum Activities

- ❖ Got appreciation from CFO of Wipro Ltd for successful migration of Alight HR Service India P Ltd.
- ❖ Got Scholarship from Rajasthan Govt. for securing 1st Rank in School in 12th Board examination.
- ❖ Received Amul Vidhya Shree Award for securing 1st Rank in school in Secondary Examination.
- ❖ Complimented by my principal and team leader for my work and dedication.

Computer Proficiency

- ❖ Have keen knowledge of MS Excel, MS Word, Accounting Software Tally.Erp9.0, Busy.
- ❖ Working knowledge of SAP
- ❖ Excellent Command on Computer Operations, Internet and Email Writing.

Skills and Strengths

- ❖ Willingness to take new responsibilities and challenges.
- ❖ Always keen to learn new methods and procedures.
- ❖ Adaptable to changing situations & environment and having good communication skills.

Personal Profile

Father's Name : Mr. Prem Chand Mittal
Mother's Name : Mrs. Kanta Mittal
Brother's Name : CA Mohit Mittal
Sister's Name : CA Sonu Mittal
Date of Birth : 13th June 1994
Languages : Hindi, English and Marwari
Nationality : Indian

***Valid passport available on reference.**
