



**GAURAV BHATIA**  
**Accounting Supervisor**  
**@ Arctech Solar India Private Limited**  
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**Contact No.: +91 8588880540**



### **PERSONAL DATA:**

- Permanent Address: 1981, Sector – 9, Urban Estate, HUDA, Ambala City – 134003
- Present Address: Plot No. 19, 2<sup>nd</sup> Floor, H-9 Street, Sector – 82, Vatika INXT, Sector – 82, Gurugram, Haryana - 122051
- Date of Birth: 13/09/1989
- Father's Name: Sanjay Bhatia
- Qualification: CA (Semi Qualified)
- Total Experience: 5+ Years
- Current CTC: Rs. 6.30 LPA
- Notice Period: 1 month

### **CV OBJECTIVE:**

A semi qualified Chartered Accountant with an overall experience of +5 years in the field of Accounting, Finance and Audit services seeking to pursue a professionally challenging career with a Firm wherein my skills and experience will be utilized to yield mutual benefits.

### **CAREER SUMMARY:**

- Presently employed with a company under renewables sector named '**Arctech Solar India Pvt Ltd**' based out of Shanghai, China as an Accounting Supervisor, being one of the leading manufacturer of Solar Structures, wherein the major responsibilities are listed below separately.
- Previously employed with an IT company named '**Discovery Software Technology (P) Ltd**' based out of Doha, Qatar (a subsidiary of 'Regency Group') as an Assistant Manager – Finance & Accounts, wherein the major responsibilities are listed below separately.
- Formerly, I was employed with '**Moneypalm Investment Solutions (P) Ltd**' (Stock Broking Service Provider - Member with NSE/BSE/MCX) as an Assistant Manager – Accounts for one and a half year.
- Prior to that, I was contractually employed with **Ernst & Young LLP**, wherein I had provided Risk Assurance related services to some of their major clients like Hitachi, Facebook, Google, etc. and had served as an active and support hand to the on-shore US team to meet with stringent deadlines on daily basis.
- Prior to that, I was working with **Reliance Jio Infocomm Ltd**, wherein I had gained knowledge in their 'Commercial department' regarding Invoicing, Statutory compliances, Vendor negotiation, Business relationships and Transaction processing in SAP and in their 'Finance department' regarding audit of various bills of materials, services, professional lawyer services, etc. and transaction processing for the same in SAP for getting them approved by senior officials.
- In the past, I had also worked with a CA firm from Indore as a third-party Audit Assistant for whom I had conducted a few Stock audits, Process audits, Compliance audits and Internal audits of their clients (Punjab region) on behalf of the firm.

### **PROFESSIONAL QUALIFICATIONS:**

Degree	Institute	Year	Percentage
CA Final (Group 1)	Institute of Chartered Accountants of India	November, 2012	50.00%
PCC (Both Group)	Institute of Chartered Accountants of India	November, 2010	50.00%
CPT	Institute of Chartered Accountants of India	August, 2007	54.50%

- Completed GST Training of 3 months as conducted by a leading CA faculty in March 2018.
- Completed General Management & Communication Skills course as conducted by ICAI in July, 2014.

- Completed 100 hours Information Technology Training as conducted by ICAI in February, 2009.

## **ACADEMIC REPORT:**

Course	Board/University	Year	Marks
B. Com	Panjab University, Chandigarh	2008-2013	50.00%
XII	C.B.S.E.	2006-2007	85.20%
X	C.B.S.E.	2004-2005	67.90%

## **WORK EXPERIENCE:**

### 1. ARCTECH SOLAR INDIA PVT LTD:

Service Period: August 07<sup>th</sup>, 2017 to Present

Designation: Accounting Supervisor

Reporting to: Mr. Henry Wang (CFO – Arctech Group)

#### Roles and Responsibilities:

- Budgeting:**
  - Facilitate the preparation of the company's budget on monthly basis as per requirement of each department, viz. Administration, HR, Finance, Marketing & Engineering team.
  - Reporting Expense analysis to HO on monthly basis classified normally under Marketing and Engineering costs.
  - Reporting of monthly Budgeted vs. Actual expenditure incurred highlighting the variance between the same with sufficient explanations to management.
- Payroll Management, Statutory Dues & Statutory Compliance:**
  - Manage payroll processing for the company employees.
  - Handle statutory compliances relating to GST & TDS - payment and return filing (Monthly & Quarterly), EPF payment & return filing (Monthly & Annual), assisting vendor with Labor Welfare returns, Statutory audit, etc.
  - Ensure all policies and procedures of GST, TDS & EPF are up to date and legally compliant.
  - Arranging for Inward remittance and disbursement of Salaries on time as per the company policies.
  - Payment of TDS by the 7th of following month in which the expenses are booked (plus Interest thereon, if any).
  - Filing of TDS, GST & PF return within relevant due dates.
  - Compliances of relevant Laws, Rules & Guidelines of Government dues.
  - Taking GST Registration for premises.
  - Payment of Advance Tax, assisting auditor in filing of Company Return & Compliance with statutory guidelines.
- Transfer Pricing Agreements:**
  - Preparation of Transfer Pricing Agreement following TP rules & compliances of Income Tax Act, 1961.
  - Preparation of Transfer Pricing Summary Sheet and issuing Invoices to China office by month end.
  - Computation of Transfer Price as per prescribed method (followed Cost Plus method).
  - Accounting for the Reimbursements from HO against TP Invoices raised every month and maintaining Reconciliation thereof.
- Book - Keeping:**
  - Bills are booked at the time of either receipt at the office (in case of direct bills) or at the time of approval request in 'QC Cost' by employees (in case of reimbursement).
  - All bills are to be supported by payment trace (Bank/Cash).
  - Each set of bills entered in books is then supported by journal and payment voucher for documentation.
  - Books are maintained Cost Centre-wise for ease of reporting purposes, namely, Marketing, Technical & Administration Support.
  - All Payments made are supported by Transaction details and Payment Voucher for cash transactions.
- Import/Export related work:**
  - Assisting CHA in making import clearances.
  - Preparation of Commercial Invoice, Packing List and End Use certificate for each shipment.
  - Preparation of Authority letter, DO letter, GATT Declaration, etc. for CHA for filing Bill of Entry with Customs.
  - Filing of PD Bond/SVB with Customs specifically demanded by them in case of related party transactions across borders.
  - Assisting CHA in export of product from India with documentation like GR waiver, CI, PL, etc.

- Checking the Bill of entry filed by CHA wrt. HSN and rates and arranging for payment of Custom Duty for filing Clearance Order.
- Arranging for delivery of goods at site/warehouse as per need of Engineering Team.

- **Financial Analysis:**

- Engage in the Cost Reduction analysis in all areas of the company by suggesting appropriate measures.
- Interpret company's financial results to management and recommend improvement activities.
- Review company's bottleneck activities and recommend changes to improve the overall level of company throughput.
- Facilitate the benchmarking process to establish potential areas of operational improvement.
- Provide additional reports as desired and requested by management.

- **Managerial Reporting:**

- Preparation of various reconciliations on monthly basis by using the financial data.
- Compliance of Companies Act, 2013 on various issues.
- Collection of Foreign Inwards Remittances Certificate with banks.
- Analysis and rectification of various issues that generate from monthly Internal Audit.
- Producing ad hoc reports and reconciliations as required by Director - Operations.
- Preparation of accounts in TALLY ERP 9.
- Coordination with banks on regular's interval.

## 2. DISCOVERY SOFTWARE TECHNOLOGY (P) LTD:

Service Period: July 27<sup>th</sup>, 2016 to July 31<sup>st</sup>, 2017

Designation: Assistant Manager – Finance & Accounts

### Roles and Responsibilities:

- **Budgeting:**

- Facilitate the preparation of the company's budget on monthly basis as per requirement of each department, viz. Administration, HR & Production.
- Preparation of periodical Budgeted vs. Actual expenditure incurred report and highlights the variance between the same with sufficient explanations to management.

- **Payroll Management, Statutory Dues & Statutory Compliance:**

- Manage payroll processing for the company employees and contractors.
- Handle statutory compliances relating to Service Tax, TDS & EPF/ESI payment.
- Ensure all policies and procedures of Service Tax, TDS & EPF are up to date and legally compliant.
- Disbursement of Salaries on time as per the company policies.
- Payment of TDS by the 7th of following month in which the expenses are booked (plus Interest thereon, if any).
- Filing of TDS, Services Tax & PF return within relevant due dates.
- Payment of Advance Tax with statutory guidelines.

- **Transfer Pricing Agreements:**

- Preparation of Transfer Pricing Summary Sheet and issuing Invoices to DST-Qatar.
- Computation of Transfer Price as per prescribed method.

- **Managerial Reporting:**

- Preparation of various reconciliations on monthly basis by using the financial data.
- Compliances of Inwards Remittances with RBI guidelines.
- Collection of Foreign Inwards Remittances Certificate with banks.
- Preparation of accounts in Quick books Online.

## 3. MONEYPALM INVSETMENT SOLUTIONS (P) LTD:

Service Period: April 01<sup>st</sup>, 2015 to July 25<sup>th</sup>, 2016

Designation: Assistant Manager – Accounts

### Roles and Responsibilities:

- To ensure an accurate and timely processing of various transactions on daily basis related to 'client accounting' and 'financial accounting', wherein financials part includes general ledger accounting and execution of various business transactions, and, clientele includes maintaining a portfolio of funds, investments and balances in ledgers of 2100 clients (700 active average) and updating any receipts there from through NEFT/RTGS/Cheque and processing the payment requests raised by clients on daily basis.

- To ensure timely and proper completion of all statutory compliances related to Service Tax and TDS on monthly/quarterly/half yearly/yearly basis (i.e. e-payment of Service Tax & TDS, e-filing of returns, issuance of TDS certificates, etc)
- To manage and arrange funds for the daily net Pay IN-OUT requirements of the Exchanges (NSE/BSE/MCX) following T+2/T+1 settlement criteria of the trades executed by clients, or, to our clearing member Globe Capital Market Ltd following T+0 settlement criteria wrt. Derivatives.
- To maintain Bank Reconciliation of a total of 13 bank accounts of the entity on daily basis and reporting the balances and transactions of the same to exchanges at the day end, wherein various bank accounts includes Client A/c, Settlement A/c, Business A/c and Exchange Dues A/c of each separately with NSE/BSE/MCX, and, the 3 ledgers of Clearing Member on daily basis for NSE – F&O/CDS segment and MCX.
- To ensure timely reporting of all financial information and routine/regular reports to the management, as and when required, and, to also be an active part of bi-annual statutory audit of the books of accounts of the all the group companies of Moneypalm.
- To ensure compliance with other statutory obligations, for e.g. Broker Note Stamp Duty, ESI, EPF, etc.
- To manage and regulate the finance and accounts related aspects of operations of all group/subsidiary companies of Moneypalm Investment Solutions Pvt Ltd, viz, Moneypalm Realty (P) Ltd, Moneypalm Commodities (P) Ltd & Moneyplus Financial Services (P) Ltd.

#### 4. ERNST & YOUNG GSS:

Service Period: December 22<sup>nd</sup>, 2013 to March 21<sup>st</sup>, 2014

Designation: Risk Assurance Associate

##### Roles and Responsibilities:

- Collaborate with GTH and Onshore team members to set goals and responsibilities.
- Recognizing the potential audit issues or unusual relationships from basic analysis of the financial statements and to communicate them to the GTH Senior/Manager.
- Performing Audit Substantive Procedures on Financial Statements of the entity.
- Validating 10-K Report and other Valuation Reports in accordance with the regulations of SEC.
- Preparation of Lead Sheets pertaining to various Key Accounts of the entity & observing any Material differences therein.
- Rolling Forward of Financials & PGAAP from last Interim Audit of the entity.
- Summarizing the Minutes of the Board Meetings, etc
- Cleaning up the GAMx and to report for any open items therein.

#### 5. RELIANCE JIO INFOCOMM LTD:

Service Period: May 16<sup>th</sup>, 2013 to December 20<sup>th</sup>, 2013

Designation: Risk Assurance Associate

##### Roles and Responsibilities:

- Helping Vendors raise their Invoices for Payments.
- Performing entries in SAP related to Issue of Materials to vendors, creation of JMS/Abstracts for material bills.
- Keeping track of clearance of Service Bills at various stages, scrolling the bills once cleared by FC&A.
- Thorough checking and audit of other support documents necessary for raising bills.
- Audit of lawyer bills for fees and other charges towards acquisition of sites for erection of towers.
- Maintaining other relevant documentation for management purposes.

#### 6. Some of the major roles and responsibilities during the tenure of my CA article ship were as follows:

- **Accountancy/Book Keeping:**
  - Scrutinized general ledger reconciliations, general vouchers and conducted other numerous examinations including P/L.
  - Carrying out Book-keeping activities and other data entry in Tally ERP.
  - Preparation and finalization of Trial Balance, Income Statement (P/L), Balance Sheet and Notes to Accounts and Cash/Fund Flow Statement (wherever necessary).

- **Taxation:**
  - Preparation & filing of Income tax returns for Individuals, Corporate and Partnership Firms/LLP.
  - Keeping an eye on various TDS related procedural aspects for the clients like TDS rates, deduction of TDS, due date, submitting quarterly return, issuing of TDS certificate and other consequences for failure to deduct or pay TDS and relevant penal provisions.
  - Computation of Total Income and Tax thereon for various assesses.
- **Statutory Audit:**
  - Conducted audits of School, Hotel, Sole Proprietor Concern, Agency, Partnership Firm and NPOs
  - While performing statutory audits of clients I have gained practical exposure and knowledge on varied areas such as applicability of Accounting Standards, Standards on Auditing, finalization of financial statements, compliance with the provisions of Companies Act, 1956 and other relevant statutes.
- **Internal Audit:**
  - Obtaining knowledge of client's operations from team members and past year's working papers and developing a suitable audit plan.
  - Identifying the key focus areas and any open issues from previous year's audit report.
  - Checking the Internal controls in place and validating their operating efficiency as to how well they serve their defined purpose.
  - Review of Internal Control System of clients including areas such as statutory dues, physical verification of fixed assets and inventory, reviewing the Accounts and Finance function.
  - Providing appropriate suggestions and recommendations to improve the control system and operational efficiency.

### **COMPUTER PROFICIENCY:**

- Proficient in operating on:
  - MS Office package
  - Tally ERP 9 version
  - Share Pro
  - Internet Technology
  - QuickBooks Online
  - QC Cost.
- Working knowledge of SAP.

### **PERSONAL STRENGTHS:**

- Firm Determination when it comes to Decision-Making.
- Always willing to learn from whatever being working on.
- A high-energy driven professional with good communication & verbal skills.
- Possess ability to remedy business challenges individually and collaboratively.
- To put in the best efforts to achieve organizational objectives and individual goals with immense hard work.
- Confidence which helps me generate positive attitude towards work and life.
- Ability to work under pressure and manage deliverables in time.

### **REFERENCES:**

- Arctech Solar India Pvt Ltd, Gurgaon – Mr. Gino Sebastian – Director – Operations (as per requirement)
- Discovery Software Technology (P) Ltd, Gurgaon – Ms. Namitta Gupta – Manager – HR (+91 9910503777)
- Moneypalm Investment Solutions (P) Ltd, Gurgaon – Mr. Sanjay Rajora – Director of Operations (+91 9811412711)
- Ernst & Young, Gurgaon - Ms. Richa Aggarwal – Assistant Manager (+91 9899730731)
- Reliance Jio Infocomm Ltd - Mr. Yash Mittal – General Manager (+91 9915012664)
- M/s Egan & Associates, Chartered Accountants - Mr. Kamaldeep S. Egan – Sole Proprietor (+91 9814143699)

### **DECLARATION:**

I do solemnly hereby declare that the particulars of information and facts stated as above are true, correct and complete to the best of my knowledge and belief.

Date: January 9<sup>th</sup>, 2019

(GAURAV BHATIA)