



PROFILE SUMMARY

- More than 4 years of working experience as a Chartered Accountant
- Experience of Working in a PSU under GOI (Ministry of Railways)
- Vast experience in Statutory Audit of Central PSUs (Maharatna Co.) and Public Sector Banks
- Proficiency in preparation of MIS, CMA, Revenue mapping, Asset capitalization of Hotel and manufacturing Industries
- Proficient in SAP, Tally Accounting package, MS Office and other Internet applications
- Handled secretarial work, Internal Audits, periodic returns and necessary statutory compliances in accordance with the Companies Act, Income Tax Act, Sales Tax Act and GST Act

WORK EXPERIENCE

❖ Professional (lead) Finance & Administration at **IBM India Pvt Ltd**, Gurgaon as a part of **Dalmia Bharat Group- Project accounting**

(From Aug 2018 till Now)

- Provided assistance in transition of work from client
- Daily, weekly & monthly report compilation of contractual expenditure, financial progress, Bank guarantees, advance payment and its utilization for a project.
- Preparing MIS of bills consumption and summary of any recovery made from gross amount of payment as per the condition of contracts
- Preparing budget walk and updating any transfer, return or supplement in respect of original budget within the project
- Mapping of actual cost/ commitment including IDC against each line item as per PO/RA bills to get project visibility
- Preparing capital commitment summary & MIS on pre-operating expenses on regular basis.
- Preparing project wise cash flow and balance sheet on monthly basis.
- Maintaining project wise record of material from purchase requisition to payment

Achievement:

Been complimented by client for performance during project transition and rewarded by IBM reward & recognition team to demonstrate IBM values

❖ Jr. Finance Officer at **Dedicated Freight Corridor Corporation of India Ltd**, PSU under GOI (**Ministry of Railways**), Jaipur (Rajasthan)

(From May 2016 till Nov2017)

- Knowledge & experience of dealing Infrastructural projects funded by multilateral agencies such as world bank/JICA.
- Providing assistance in GST migration & Registration, GST payment, return filing & other procedural requirements
- Scrutiny of bills/ claims of various contracts for payment and forming project visibility thereon
- Providing assistance in preparation of budget and raising of funds from CG, Ministry of Railways
- Providing assistance in Audit matters, Taxation matters & other banking matters
- Record keeping & MIS preparation for land acquisition work
- Handling of payroll & PF accounts of employees
- Maintenance of books of accounts over SAP
- Monthly & quarterly report compilation of contractual expenditure, financial progress, fund requisition for the review of ministry.

❖ Audit Manager at **Parakh & company, Chartered Accountants**, Jaipur (Rajasthan)
(From May 2015 till April 2016)

- Conducted Statutory Audit of **NTPC Ltd** (A Govt. of India Enterprise - Maharatna Company)
 - Experience of auditing on the **SAP-ERP** platform in addition to the team leader for the duration of audit.
 - Exposure of Power sector (Thermal, Solar & Gas plants) & it's operational working
 - Trail balance scrutiny & review of Internal control
 - Review of Fixed Asset classification & Depreciation as per CERC guidelines
 - Checking of CWIP register, their classification & capitalization
 - Analysis of Debtor & creditors ageing
 - Review of statutory compliances
 - Review of CERC regulations applicable to NTPC, being a rate regulated entity
 - Review of closing stock (coal accounting)
 - Providing assistance in adopting Ind-AS for first time
- Conducted Statutory Audit and Tax Audit of **Bank of Maharashtra**.
 - Checking of Deposits & interest rate thereon
 - Checking of Advances in terms of with RBI norms
 - NPA Classification & provisioning thereon
 - Preparations of LFAR
- Conducted Internal Audit of **Hotel Hilton** (International chain of hotel & resorts).
 - Experience of auditing on **Infor OnQ, Sunsystem** software
 - Exposure of a Hotel Industry & its routine working
 - Asset Capitalization, depreciation and preparation of MIS
 - Reviewing monthly trial balance & Preparation of monthly financial statements
 - Preparation of Form 3CD (tax Audit report)
 - Statutory compliance & certification for foreign remittance
 - Physical verification of stores and stock data analysis
 - Providing assistance to Statutory audit & Tax audits
 - Providing assistance in preparation of yearly budget forecast & CMA data

❖ Management Trainee at **GENPACT Pvt. Ltd**, Gurgaon (Haryana) as a part of-
(From Dec 2013 till Mar 2015)

GE (General Electric) Global Operations Finance – Intercompany Reporting, Europe

- Quarterly & monthly reporting of intercompany transactions & income statement of GE entities
- Analysis of the variation of Trial Balance between the previous month and current month
- Preparing Central Bank report for Spain location which involves reporting of movement from various cash pools
- Preparing VAT reports to be submitted to tax authorities for Belgium and Netherland location.
- Preparing Global mobility employees report on monthly basis for reporting Income tax paid or deducted.
- Listing intercompany invoices raised through Non-Internal Billing System (for capital / non capital business) which are outstanding at fiscal reporting month and tracking them on a quarterly basis.
- Handled quarterly reconciliation of intercompany accounts.
- Preparing weekly Accounts Receivable tracker for Spain and Portugal location, tracking the payment and receivable of invoices.

GE Capital Aviation Services - Regulatory Reporting

- Handled quarterly and annual Federal Reporting of Legal Entities of **GE Capital Limited** in Aviation business (GECAS).
- Preparation and Submission of Y11 and 2314 Reports (Financial Statements of US & non US subsidiaries) to be submitted to Regulatory Authorities.
- 1+ years' experience of ERP systems **ORACLE Discoverer, Hyperion and Navision**.

Achievement:

Rewarded Team Reward by Vice President for our outstanding contribution as Team delivered the Q4'13 Annual Regulatory Filers for first time. The filings were accurate and on time (Zero late submission) which resulted in appreciation from the client.

PROFESSIONAL & ACADEMIC ACHIEVEMENTS

Qualification	Board / Institution	Year
Chartered Accountant	Institute of Chartered Accountants of India	May 2013
B.Com(H)	International College For Girls, Jaipur (Raj.)	2011
H.S.C	Kendriya Vidyalaya, Jaipur (CBSE Affiliated)	March 2008
S.S.C	Kendriya Vidyalaya, Jaipur (CBSE Affiliated)	March 2006

Certificate course in Tax Procedure and Planning (First class) from IIS University, Jaipur.

ARTICLESHIP TRAINING

Undergone "Article Assistant Training Program" for **3½ years** with Om Agarwal & Co, Jaipur (From August 6, 2008 to February 5, 2012)

Major Assignments:

Assignment	Clients
Statutory Audit	<ul style="list-style-type: none"> Hindustan Petroleum Corporation Ltd, Jaipur (exposure to the Petroleum Industry)
Internal Audit	<ul style="list-style-type: none"> Bank of India, Jaipur (exposure of banking sector & its routine workings)
Project Financing	<ul style="list-style-type: none"> Khati Design Pvt. Ltd. and 91 Degree Lifestyle & Interiors, Jaipur (for expansion of existing business of manufacturing and trading of interior & lifestyle products) Jai Maa Sharda Agro & Rice Mills Pvt. Ltd. (for setting up a solar power plant at Bikaner, Rajasthan)
Taxation Work	<ul style="list-style-type: none"> IT Returns, VAT Returns, Service tax returns, Form15CB
ROC Work	<ul style="list-style-type: none"> E-Filing of Form 23, 23ACA, 23AC, Form 66

COMPUTER PROFECIENCY

- Successfully completed 100 hours of Information Technology Training Course conducted by ICAI.
- Working knowledge of Accounting Packages such as Tally, CompuTax
- Proficient computer skills in Microsoft Office (especially MS Excel)
- Knowledge of ERP systems, example SAP, Oracle, Navision, Infor OnQ

EXTRACURRICULAR ACTIVITIES

- Captain of house at school level as well as active member in various activities in college, hostel
- Participated in various dance competitions and state level on-the-spot painting/sketching competition

PERSONAL INFORMATION

Date of Birth	March 15, 1991
Gender	Female
Marital Status	Married
Language	English, Hindi
Hobbies	Dancing, Free hand sketching
Address	D446, Pul Pehladpur, Badarpur, New Delhi