

CA NEHA SHARMA

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CAREER OBJECTIVE

To pursue a highly challenging career in the field of Finance ,Accounts & Taxation , where I would apply my knowledge, Experience and ideas to develop high calibre professional skill and effective management technique by proactive and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional.

EXPERTISE HIGHLIGHTS

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| ✓ Account Administration | ✓ GST Implementation |
| ✓ Consolidating group MIS report. | ✓ Financial Accounting and Reporting |
| ✓ Indian Accounting Standards -IGAAP | ✓ Internal and External Audit |
| ✓ Team Management & Leadership | ✓ Financial Management |
| ✓ IFRS | ✓ Financial Forecasting |

PROFESSIONAL SKILLS

Finance & Accounts / Auditing:

- Preparing Statutory Books of Accounts, Bank Reconciliation and Consolidated Reports in compliance with time & accuracy norms.
- Handling financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables and Receivables Statements and Balance Sheets; checking the Comparison Statement, Purchases Order
- Conducting audits and evaluating the internal control systems with a view to highlight shortcomings.
- Well versed with the accounting processes (IGAAP) and system, Analysis & Presentation of complex financial data to facilitate decision making.

Budgeting and Taxation:

- Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results.
- Preparing Reports, Cash & Fund Flow Statement, Balance Sheet, Audit Reports and other Financial Reports to keep a track of financial performance.

Fund Management:

- Monitoring cash flows and ensuring that funds are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash in hand.
- Extending support to seniors for working capital loan; liaising with banks for its renewal / enhancements, bank guarantee, etc.

EDUCATIONAL QUALIFICATION

Professional Qualification

- Qualified CA from ICAI
- Certified IFRS professional
- Pursuing CFA Level I.
- Completed GST/Indirect Taxation Certification organized by ICAI.

Academic Qualification

- B.com (Financial Accounting /Auditing/ Management Accounting) from DAV College Affiliated to Bhopal University in 2011.
- Completed Schooling from Demonstration Multipurpose School, Bhopal Affiliated to CBSE in 2008.

WORK EXPERIENCE

Working at **HITACHI** as **Assistant Finance Manager** (June , 2018 to Till Date)

- Account Payable and Receivable – Finalization and Ensuring correct booking
- Variance analysis of projected & actual and submit management comment on it.
- Fund Management of the Organization – Hitachi System Micro Clinic.
- Involvement in Finalization of Balance sheet
- Ensure Timely closer of Statuary Audit and Internal Audit.
- Taking care of Bid Management.
- Assisting in Secretarial requirement of company.
- Working as a team-lead in Financial Unit.

Working at **SARENS INDIA PVT LTD** as **SR. FINANCIAL ANALYSTS** (May, 2017 to June 2018)

- Involved in the preparation projection and Budgeting.
- Core Member of GST implementation team for Sarens Heavy Lift India Pvt. Ltd.
- Cost & Budget analysis by contracts
- Prepare financial statements according to IFRS and IASs.
- Review and analyze the customer contracts and advice management on loopholes.
- Review revenue reorganization and formulate control over revenue leakage.
- Check whether the sales department follows the group procedure on credit & solvency checks.
- Produce Regular reports and accruals in accordance with Group Standards and local legal requirements.
- Managing accounts receivables, payables, and their reconciliations.
- Prepare projected Reports and budgeted Reports.
- Variance analysis of projected & actual and submit management comment on same.
- Prepare month End Reports
- Managing local and international customers
- Preparation of invoices for customers in APAC , EMEA

Worked at **Chirayu Health & Medicare Pvt Ltd** as **Assistant Financial Manager** (Nov 2013 to April 2017)

- Planning & management of activities to ensure completion of internal, statutory and Tax audit within the time frame. Liaising with External auditors and dealing with any financial irregularities as they arise.
- Monitoring day to day accounts, Finance, Cost and Taxation matters.
- Managing & Finalizing Balance sheet, financial statements, including quarterly and annual accounts. Producing the analysed result before management for financial planning and forecasting.
- Supervising the preparation of MIS reports to provide feedback to top management on financial performance, fund management, risk control, profitability etc.
- Preparation & uploading of Monthly/Quarterly/Six Monthly returns for tax purposes. Additionally, calculate corporate and individual tax instalment payments
- Managing and training new recruits
- Handled statutory audit tax Revenue stock and internal audit
- Activity involved in statutory audit and law compliance relating to TDS Income tax Returns and service tax of various Entity Drafting Reply to SCN Issued under various Acts
- Assisting Advisory Services on IGAAP (AS) accounting internal and operational Control System periodical compliance of Direct Taxes and indirect tax.
- Prepared various types of Reconciliation.

Working as **Article Assistant In L.K. Maheswari & Co** From **April 2010 to Oct 2013**

- Played a key role in successful completion of Statutory Audit of Banks.
- Preparation of financial statement in compliance with accounting standard revised schedule VI of companies act and other regulatory bodies.
- Internal Audit/ Statutory Audit/concurrent audits.
- Good in theoretical knowledge of Indirect Taxation.
- Verification of compliance of respective norms and preparation of reports and review compliances
- Office accounting includes, handling bill of entries, provisioning, client reconciliation, maintaining accrual of expenses, finalization of office accounts.
- Meeting with client for report discussion
- Train the new recruits and make them understand about the work.
- Worked as Team Leader in concurrent audit of Banks such as RBI – *Regional Branch, Apex Bank, SBI, Union Bank*

COMPUTER PROFICIENCY

- CA Computer Training Program from ICAI (Certified by Institute of Chartered)
- Certificate Course in Computer Application from Centre for Research and Industrial Staff Performance (CRISP), Bhopal, in 2014
- Hands On experience in Office package like Word, Excel, Power Point Etc.
- Hands On experience in Software Packages such as Tally ERP 9, SAP-FICO etc

EXTRA CURRICULAR ACTIVITIES

- Member of Red Cross society, Bhopal region.
- **Co-ordinator in TRACE-2010** organised by **Bhopal University**.

PERSONAL INFORMATION

Nationality	:	Indian
Gender	:	Female
Date of Birth	:	01 Dec, 1991
Status	:	Married
Passport no	:	In Process

“I hereby declare that the above details are true to best of my knowledge.”

NEHA SHARMA