



CA Subha Garg

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Objectives

- ❖ Attaining professional excellence by gaining comprehensive understanding of the financial and operational activities and to excel in professional career with professional ethics & values, possessing competent technical skills towards the growth of organization.

Strengths

- ❖ Have a learning and understanding attitude acquired from education & experience.
- ❖ An asset in teamwork.
- ❖ Having an adaptable and flexible attitude.
- ❖ Having a problem solving and positive attitude.

Professional Qualification

- ❖ Chartered Accountant passed in Nov 2009 attempt.

Educational Qualification

- ❖ B. Com- V.B.S Purvanchal University, year 2005 with 64% marks.
- ❖ 10+2 – CBSE Board, year 2002 with 70% marks.
- ❖ 10th – CBSE Board, year 2000 with 60% marks.

Extra Curricular Activities

- ❖ Active participation in sports & other curricular activities.

Work Experience

- ❖ Presently working as a Finance Manager in PEC Ltd., New Delhi (a PSU) since April 2010.
- ❖ Served as an Articled Assistant in M/s B.B Goenka & Co. Chartered Accountants, Mirzapur.

Exposure

Present work experience

- ❖ Working on purchase and installation of solar projects including projects form ministry on pan India basis
- ❖ Applicability of TDS, WCT and service tax on solar accounting
- ❖ Export of defense items under government tenders

- ❖ Export of industrial raw materials under private contracts
- ❖ Preparation & checking of Export Documents as per the terms and conditions of Foreign Contract and sending them to the Buyer accordingly
- ❖ Making RTGS
- ❖ Preparation of cost sheets along with interest computation
- ❖ Preparation of Bank Reconciliation Certificate
- ❖ Preparation of Financial Statement
- ❖ Co-coordinating with the Statutory Auditors, CAG's & Government Audit Party at various stages of the audit.
- ❖ Look after the vouchers and their proper posting in the tally
- ❖ Making the reply of notices received from departments
- ❖ Making timely E-payment of statutory dues (i.e., TDS, Service Tax, WHT, etc.)
- ❖ Making Sales Tax Return, Service Tax Return
- ❖ Other misc. work of the office.

System Exposure

- ❖ Working knowledge of
 - Ms Office.
 - Ms Excel
 - Tally
 - Internet Applications
 - Income Tax Return
 - TDS, WHT & Service Tax Software

My Statement of Belief

- ❖ To serve the organization with best of my ability and give it all that I am capable of.

Personal Details

Date of Birth	:	13.01.1985
Permanent Address	:	C-802 Garden Apartments Sector-4 Vaishali, Ghaziabad U.P. 201010
Address for communication	:	Same As above
Marital Status	:	Mr. Mayank Garg

Married on	:	29.04.2011
Nationality	:	Indian
Language Known	:	English & Hindi

Date: 07/11/2016
Place: New Delhi

(Subha Garg)