

ISHA MUNDRA  
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*To achieve a senior and development-oriented position in a progressive organization that will utilize my skills, abilities and education, thus adding my continuous contribution to the growth and development of the organization.*

**EDUCATIONAL QUALIFICATIONS:**

| <b>Institution</b>                               | <b>Examination Passed</b> | <b>Year</b> |
|--|---------------------------|-------------|
| The Institute of Chartered Accountants of India  | CA                        | May 2013    |
| The Institute of Company Secretaries of India    | CS                        | June 2013   |
| Symbiosis College of Commerce And Arts, Pune     | B.Com.                    | March 2011  |
| Symbiosis Jr. College of Commerce And Arts, Pune | H.S.C.                    | March 2008  |
| Sophia Sr. Secondary School, Bhilwara            | S.S.C.                    | March 2006  |

**CORE COMPETENCIES:**

- Conversant with Indian GAAP.
- Strong leadership and project management skills.
- Handling assignments with key clients across a diverse range of industries.
- Excellent communication, analytical and presentation skills.
- Follow problem solving approach.

**EXPERIENCE:**

| <b>Organization's Name</b>                              | <b>Period</b>  | <b>Experience in months</b> | <b>Designation</b> |
|---|--|-----------------------------|--------------------|
| Deloitte & Touche                                       | 9 <sup>th</sup> October 2017 till 16 <sup>th</sup> April 2018  | 6 months                    | Senior             |
| KPMG, Mumbai  | 25 <sup>th</sup> May 2015 till 2 <sup>nd</sup> January 2017    | 19 months                   | Senior             |
| Anil Ashok & Associates – Chartered Accountants, Mumbai | 1 <sup>st</sup> July 2013 till 23 <sup>rd</sup> May 2015       | 22 months                   | Associate          |
| B.K. Kothari & Co., Pune                                | 1 <sup>st</sup> August 2008 till 31 <sup>st</sup> January 2012 | 42 months                   | Article Trainee    |

**WORK PROFILE -**

**Audit & related Assignments:**

- Statutory audit of Companies.
- Conducting tax audits for various clients.
- Assessing and checking the internal control framework and the controls of the organization.

Audit & related Assignments (Continued):

- Presenting a true and fair view of the financial position by ensuring preparation and presentation of the financial statements in compliance with statutory accounting standards.
- Actively participated in all stages of audit viz. Planning, Delegation, Review, Fieldwork, Completion and Reporting.
- Finalization and Maintenance of Books of various clients.
- Planning & understanding client's business, devising audit plan, drafting audit instructions, establishing effective communication with client for timely completion of requirements and adherence to the deadlines, identify complex issues during execution of the audit.
- Tested internal financial controls over financial reporting to provide a reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principles.
- Work related to preparation and filing of various compliance forms with the ROC.
- Company Secretary related work like ROC work, Voluntary winding up, Merger and Amalgamation, filing of various e-forms, part of the Secretarial Audit team and compliance Audit.

KEY INDUSTRIES AND CLIENTS:

| <b>Nature of Work</b>           | <b>Client</b>   | <b>Nature of company</b>  |
|---------------------------------|---|---------------------------|
| Statutory Audits and Tax Audits | SOTC Travel Services Private Limited<br>Veena Patil Hospitality Private Limited   | Tours & Travel            |
|                                 | Dolby Technology India Private Limited<br>Culture Machine Media Private Limited<br>Omnicom Media Group India Private Limited<br>DDB Mudra Private Limited | Media and Entertainment   |
|                                 | Netmagic IT Services Private Limited<br>(An NTT Communication)  | Telecom and Communication |
|                                 |   |                           |
| Accounting                      | One Assist Consumer Solutions Private Limited   | Consumer-focused Programs |
| SEBI Inspection                 | LIC Nomura Mutual Fund  |                           |

COMPUTER KNOWLEDGE

Understanding of SAP, Financial Packages (Tally), Office Automation & Internet Applications.

PERSONAL

Gender : Female  
Date of Birth : 14<sup>th</sup> January, 1991  
Marital Status : Married  
Language known : English & Hindi