



CURRICULUM VITAE

CA JOLLY YADAV

PROFILE

A CA qualified from Institute of Chartered Accountants of India.

Having 5 Years of rich experience in General Accounting, Record to Report (R to R), Taxation, compliances and Accounting.

OBJECTIVE

To seek a job position that would entail a profound exposure in Financial, Accounting & Taxation services, also seeking an opportunity to use and develop my skills to the fullest so as to contribute to the growth of the organization and converting the challenges into opportunities and weaknesses into strength in order to accomplish my goals.

CONTACT



+91-8791157196



jollyaca@gmail.com



Meerut (UP), India

HOBBIES



Watching Movies



Reading



Music

EDUCATIONAL SYNOPSIS

CA

ICAI (2016)

Graduate

Commerce Graduate-B.Com
(2013)

INTERMEDIATE

Army Public School Meerut Cantt.
Commerce (CBSE-2010)

HIGH SCHOOL

APS Meerut Cantt. (CBSE-2008)

EXPERIENCE

GENPACT INDIA

Currently working in Genpact India (Gurgaon) as
Assistant Manager from October 2016 to Present.

ARTICLESHIP

Worked as an Article Assistant in KPS &
ASSOCIATES Chartered Accountants from
October 2011 to September 2014

Worked in Sanjay Kapoor & Co. Chartered
Accountants from October 2014 to March 2016

Handled various activities in the following-

- Paschmanchal Vidyut Vitran Nigam Limited (Internal Audit)
- Canara Bank (Branch Audit)
- ICICI Bank (Concurrent Audit)
- Other trading concerns, firms, companies (Tax Audit)

FUNCTIONAL EXPERIENCE

A brief synopsis of the clientele handled and the nature of work done during the above mentioned period:

➤ **Genpact India, Gurgaon**

- Currently working in Genpact India (R to R) since October-2016.
- Working for Fixed Assets activities for one vertical for a US base Engineering, Procurement, Construction Management Company.
- Creating Budget for Capital Expenditure in SAP and monitoring the spending on internal order.
- Record Fixed Assets acquisitions and dispositions in accounting system.
- Retirement of asset requested by client.
- Performing month end closing activities which include reporting on Fixed Assets and PP&E Commentary on monthly Basis.
- Audit of Fixed Assets Activities on Monthly basis and its reporting.
- Performing month end closing activities which include Payroll, Accrual, Operating and Re-class entries etc.
- Reviewing monthly reconciliations and updating of open items.
- Went to Chennai for reverse transition to the GFS China Client.

➤ **Paschmanchal Vidyut Vitran Nigam Limited (Internal Audit)**

- Physical verification of stocks and fixed assets
- Checking of bank reconciliation
- Vouching & Verification of Various cashbook.

➤ **Canara Bank (Branch Audit)**

- Checking papers related to Loans Sanctioned during the year.
- Compliance of Service Tax and TDS.
- Verification of Major Loans.
- Drafting of Long Form Audit Report (LFAR).

➤ **ICICI Bank (Concurrent Audit)**

- Verification of cheque payments, transfer and deposits.
- Physically verified stocks such as FD, Cheque, Booked stationery, forex reserves.
- Physical verification of cash, Gold bars, gold coins.
- Checking cases of jewel loans and physically verification of jewellery.
- Checking of lockers documents

➤ **Various trading concerns, firms, companies (Tax Audit)**

- Checking compliances of TDS
- Finalization of Balance Sheet and Tax Audit Report
- Verification of various Compliances according to the Income tax act, 1961.

TECHNICAL ACQUAINTANCE

- Experience in working SAP module (SAP P01, SAP P09 & SAP P10).
- MS Office- MS Excel, MS Word, MS Power point.

SCHOLASTIC ACHIEVEMENTS

- Received Cash award from client site for outstanding performance.
- Secured Exemption in CA Final by securing 74% marks in Corporate and Allied Laws.
- Secured Exemption in CA Final by securing 61% marks in ISCA.
- Achieved highest 78% marks in Accounting in CA-IPCC.
- School topper in class XII, awarded cash prize of Rs.10000.

AREAS OF STRENGTH

- Communication skills.
- Self-motivation and ability to plan time/priorities.
- Flexible in terms of workload and hour.
- Mobility-Relocate to anywhere.