**Madhushree Dutta**

**Female, 26 Years , Contact No. 9953685495 Email ID:** [**ca.madhushree@gmail.com**](mailto:ca.madhushree@gmail.com)

# CAREER OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

# WORKING EXPERIENCE

* Worked as Senior Accountant in CA firm **R. A** **Kila and Co.** ( June 2018- Present)

1. Performed financial statements for statutory audit and tax audit.
2. Performed and control the full tax audit cycle.
3. Prepare and present reports for individuals and companies that reflect audits results and document process.
4. Experience in handling accounts payable, receivable and invoice processing.
5. Reviewing of work done by senior and junior articles.

* Worked in **Delloite & Touche Assurance and Enterprise Risk Services India** (Dec 2016-Mar 2017)

1. Performed financial statement Tie Out 10-K, 10-Q
2. Conducted Cash testing, Accounts Receivables testing, Accounts Payable testing.
3. Summarization of memos, minutes others.

* Completed **CA-Article training** in **S.B.G. & Company** for 3 Years (Completion date Oct 2016).

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| **FIELD** | **NAME OF THE ORGANISATION** |
| STATUTORY AND TAX AUDIT | 1. Shiv-Vani Energy Limited (Subsidiary) 2. Vikram Roller Flour Mills Ltd. 3. Sinewave Power Technologies Private Limited 4. Lifestyle Foods Private Limited 5. Saigrace Logistics Pvt. Ltd. 6. Dynasty Promoters Pvt. Ltd. 7. M.S. Institute (P) Ltd. |
| INTERNAL AND TAX AUDIT | 1. Delhi State Industrial and Infrastructure Development Corporation Limited (DSIIDC). |
| SALES TAX | 1. Arvind Fashion Private Limited (Tommy Hilfiger India). 2. Samarth Lifestyle Retailing Pvt. Ltd. 3. Iconic Fashion Retailing Pvt. Ltd. 4. Delhi State Aids Control Society (DSACS) |
| TDS QUARTERLY FILING | 1. Delhi State Aids Control Society (DSACS) |
| OTHERS | 1. Trusts Audit 2. ROC Annual Filling 3. Maintenance of Books of Accounts. 4. Review and Process invoices along with providing the resolution for the invoices and releasing the invoices for payment. |

# QUALIFICATION

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| **COURSE** | **YEAR** | **INSTITUTION** | **PERCENTAGE** |
| CA-IPCC | Second Group  Nov 2013 | ICAI  New Delhi | 54.40% |
| CA-IPCC | First Group  Nov 2012 | ICAI,  New Delhi | 55.75% |
| CA-CPT | 2012 | ICAI,  New Delhi | 58.00% |
| B.COM(H) | May-2013 | Delhi University  (Satyawati College) | 67% |
| CBSE (12th) | D.A.V Public School | HSC | 82.4% |
| CBSE (10th) | D.A.V Public School | SSC | 78.6% |

# ACHIEVEMENTS

* Scored exemptions in Accounts in CA-IPCC Both Group.
* Secured highest marks 94 in Accounts & 93 in English in 12th .

# CO-CURRICULUM ACTIVITIES

* Conducted and attended various seminars and workshops regarding economic and social development.
* Participated in various business quizzes and stock market (mock stock) competition at college level.

# COMMUNICATION SKILLS

* Completed 7 days Orientation Programme conducted by ICAI.
* Completed 15 Days General Management & Communication Skills Conducted by ICAI

# COMPUTER LITERACY

* Working knowledge of MS Office, Tally, and Internet Applications.
* Completed 100 Hours Information Technology Training conducted by ICAI.
* Completed 100 Hours Advance Information Technology Training conducted by ICAI.
* Diploma in Computer Application (word, excel)

# INTERESTS

* + Trained Classical vocal singer obtained senior diploma.
  + Reading Novels

# PERSONAL DETAILS

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| Date of Birth | 01st June 1992 |
| Father’s name | Sh. Mrityunjoy Dutta |
| Marital status | Unmarried |
| Language known | English, Hindi, Bengali |