

MOHINI GUPTA

Contact (M): +91-9999421091

E-mail: mohinigupta2406@gmail.com

PROFILE SUMMARY

To work for the organization to the best of my knowledge and ability from where the organization could benefit from services and provide me with the knowledge that is professionally important for me.

EDUCATIONAL QUALIFICATIONS

PROFESSIONAL:

- Post Graduate Diploma in Business Management (Banking & Finance) from Symbiosis University in 2018.
- Qualified CA Integrated Professional Competence Course (IPCC) from The Institute of Chartered Accountants of India in 2011.
- Qualified CA Common Proficiency Test (CPT) from The Institute of Chartered Accountants of India in 2009.

ACADEMIC:

- Bachelors of Commerce (B.Com) from Delhi University in 2012.
- Senior Secondary (10+2) from CBSE in 2009.
- Secondary (10) from CBSE in 2007.

PROFESSIONAL EXPERIENCE

S. No.	Organization & Designation	Duration	Key Responsibility Handled
1.	Money Intelligence (US Company which provides 401(k) automated advisory platform to every employee with investment advice for their retirement) as Accounts Manager	Apr'2023- on going	<ul style="list-style-type: none">• Processed distribution request forms in Schwab Retirement Technologies (SRT) for withdrawals of pretax and roth sources of the participants.• Generate the allocation reports of participants and made cash disbursements with IRS withholding and State withholding in Matrix Broadridge.• Processed loan applications of the participants, check the eligibility criteria for maximum available loan amounts.• Generate the loan amortization schedule of the provided loan amount.• Processed the Inbound rollovers in SRT.• Check fund management of the plans and run the contribution reports in SRT.• Corrective distribution processed and posted with Investment IDs and amounts in SRT.
2.	Pulp Strategy Communications Private Limited (New Delhi) as Group Head Finance	May'2021 – Mar'2023	<ul style="list-style-type: none">• Statutory Compliances related to TDS, GST, Equalization Levy, PF, ESIC and ROC.• Timely filling of returns and payment of Taxes.• Preparation daily, weekly and monthly MIS and Business Status Review Reports.• Ensure and take the benefits of Export Incentive scheme and government policies.

			<ul style="list-style-type: none"> • Ensure compliance of foreign inward remittance requirements and prepare Form 15CA and 15CB for foreign remittances. • Managing Cash Flow and creating monthly and quarterly profit & loss, financial statements and trial balance reviews. • Ensuring books are updated weekly and records are maintained efficiently. • Finalization of annual accounts. • Preparing and updating fixed assets register based on physical inventory and calculate depreciation as per statutory and tax requirements. • Payroll and F&F processing, tax computation of employees for correct tax deduction. • Generating offers for recruitment. • Reviewing and managing vendor and client NDAs, SOWs and contracts. • Short term forecasting on a monthly and quarterly basis. • Reviewing Project Budgets and ensuring maximization of profitability. • Working closely with BD Team for sales monitoring and with admin & HR Team. • Managing the accounts team to ensure productivity and best practices. • Work with management on strategic initiatives from time to time based on needs.
3.	Agarwal Subhash & Co. (New Delhi) as Tax and Audit Associate	June'2019 – May'2021	<ul style="list-style-type: none"> • Finalization of GST Annual Return and GST Audit of various Clients. • Ensured Compliance of GST, TDS, Corporate Law Provisions, CARO, Accounting Standards, Auditing Standards and Other Regulatory Compliances. • Performed GST Audit, Statutory Audit, Internal Audit and Tax Audit of various Clients. • Preparation & Filing of Income Tax Returns of Individual, HUF, Firms & Company. • Preparation of Tax Audit Report as per the Provisions of Income Tax Act, 1961. • Monthly & Quarterly Stock Reports.
4.	O. Aggarwal & Co. (New Delhi) as Tax and Audit Assistant	June'2016 – June' 2019	<ul style="list-style-type: none"> • Ensuring Auditing and Taxation related Compliance of Client Records. • Preparation of GST Returns & GST Reconciliation. • Performed Statutory Audit, Internal Audit and Tax Audit of various Clients. • Exposure in preparation and finalization of accounts of the Company, Firm and Individuals. • Ledger Scrutiny & Variance Analysis. • Physical Assets Verification.

5.	Sandeep Kuldeep & Co. (New Delhi) as Accounts Executive	September' 2014 – May'2016	<ul style="list-style-type: none"> • Exposure in computation of tax liabilities of Individuals, firms and Corporate Clients. • Ensured Compliance of Corporate Law Provisions, CARO, Accounting Standards, Auditing Standards and related ROC works and disclosure requirements in time bound manner.
6.	Sandeep Kuldeep & Co. (New Delhi) as Article Assistant	August'2011 – August'2014	<ul style="list-style-type: none"> • Vouching, Verification and Auditing of Client Record, Checking of Internal Finance Controls & Other Regulatory Compliances. • Preparation and Filing of Income Tax Returns, TDS Returns, VAT Returns and Service Tax Returns.

WORK EXPOSURE

❖ **Taxation (Direct & Indirect Taxation)**

- Preparation and review of Corporate and Individual Income Tax Returns.
- Tax Audits of Companies and Firms.
- Preparation of TDS Returns and its timely filing.
- Filing and preparation of Form 15CA/CB.
- Preparation and furnishing of Form 1 of Equalization Levy.
- GST Procedures and Registration.
- Ensure Timely filing of GST Returns.
- Preparation and Finalization of GST Annual Returns and GST Audit.
- Timely Review of books & records and reconciliation with the GST Returns.
- Reconciliation with GSTR-2A to comply with rule 36(4).

❖ **Statutory Audit**

- Verification of opening balances with the audited balance sheet of previous year.
- Review of Balance Sheet and Profit & Loss A/c in compliance with Schedule III (Erstwhile Schedule VI).
- Valuation of Closing Stock.
- Checking of compliances of statutory dues like ESI, PF, GST, TDS etc. with their respective returns and reconciling the same.
- Checking whether disbursement of loans by the bank is as per the guidelines in the Master circular issued by the RBI with Due Diligence.
- Due Diligence on some high value loans & check his drawing power capacity.
- Dormant Account Verification whether any movement at the end of financial year or not.
- Ensuring that fixed assets have been correctly capitalized, and depreciation thereon has been calculated correctly.
- Assisted in different aspects such as finalizing year end provisions, bank reconciliation and ledger scrutiny.

❖ **Internal Audit**

- Preparation of audit plan and ensure completion of the same within time.
- Vouching of Purchase, Sales, Journal, Cash and Bank Vouchers.
- Review of policies followed by the concern and check whether the same has been complied with.
- Physical verification of stock.
- Preparing report on basis of documentation gathered for audit observations and derived conclusions.

❖ Finance and Accounts

- Preparation of financial statements with Schedule III of various corporate entities.
- Accounting and document keeping.
- Valuation of Closing Inventory.
- Reconciled Income with Form 26 AS.
- Finalization of books of accounts of various Individuals and Firms.
- Managing Accounts Receivable including reconciliations and recoveries.
- Managing Accounts Payables including vendor reconciliations.

❖ Special Work

- E-filing of annual financial statements, annual accounts and other compliances form with ROC.
- Incorporation of Companies.
- CMA Data preparation or projected financials.
- Guiding other departments on queries related to Finance and Legal.
- Managing and overseeing daily operations of accounting department.
- Use data to identify areas of short and long term investments and flag future risks to the management.
- Working to reduce organization expenses and bring on board improved processes/ vendors / purchase practices.
- Identify government policies like SEIS, through proactive research and ensure that the organization gets the all the benefits under various government schemes and policies.

KEY AUDIT ASSIGNMENTS

➤ Statutory Audit

- **Bhagwati Products Limited-** Manufacturer of Mobile Phones, LEDs and Data Cards.
- **Singhal Strips Limited-** Manufacturer of Stainless Steel Strips & Cold Rolled Steel Strips.
- **Saraogi Builders Limited-** Builders & Developers.
- **Tirupati Containers (P) Limited-** Manufacturer of LPG Cylinders, Steel Tubes, Cylinder Parts and Stainless & Duplex Steel Pipes.
- **Dream Home Infrastructure Private Limited-** Real Estate Developers & Builders.
- **Shiv Shakti Embroideries Private Limited-** Manufacturer of Embroidery work and Embroidery Patch work.
- **Glow Packaging Private Limited-** Manufacturer of Plastic Bottles, Jars and Jerry cans.
- **GK Roller Flour Mills Private Limited-** Manufacturer of Beverages.
- **Higher Pitch Digital Consulting Private Limited-** Digital Consultancy and Digital Marketing Services.

➤ Internal Audit

- **Micromax Informatics Limited-** Trading of Mobile Phones, LED televisions, Data Cards, Accessories & Allied items.
- **Bharat Sanchar Nigam Limited (BSNL) -** India's Oldest Telecommunication Service Provider.

COMPUTER LITERACY

- **Completed 100 hours Compulsory Information Technology Training Course conducted by Institute of Chartered Accountants of India (ICAI), New Delhi.**
- Well versed with MS-Office and Internet Applications.
- Worked in a client's ERP called Net Weaver 2011 and Microsoft Dynamics NAV 2009.
- Working experience of Accounting & Taxation Software like Tally (versions 7.2, ERP9 & Prime), Busy win (version 21), Quickbooks, Xero, Zoho, Genius & Compu Office.

KEY SKILLS

- Hardworking and sincere with a drive results in challenging parameters, having a strong desire to do well.
- Flexible, adaptable and a team player.
- Determination, dedication and discipline.
- Quick learner.