

MEGHNA AGARWALEmail id: meghnaagarwal93@yahoo.com

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A Finance Graduate and Self-motivated individual with the ability to work independently with minimal supervision and make well thought-out decisions

Career Objective:

Seeking a professional environment where my interpersonal skills can be enriched and associating with an organization which progresses dynamically and be part of the team that excels in work towards the goal of the organization.

Work Experience:

- 1.5 Years of Experience in area of Accounting, Taxation and Corporate Compliances with a Listed Company– Starlite Global Enterprises (India) Limited. (From April 22, 2019 till present)
- 3.5 Years of Experience in area of Audit & Taxation as an Audit Executive in Ranjeet Jalan & Co., Chartered Accountants (From March 18, 2015 to September 18, 2018)

Areas of Exposure	Nature of Assignment
Accounting & Audit	<ul style="list-style-type: none">➤ Conducted Statutory Audit in Accordance with Companies Act, 2013➤ Preparation of Financials including Notes to Accounts and Boards Report➤ Calculation of Ratio analysis for the presentation in Financial Statements as per SEBI Norms➤ Maintaining day-to-day accounts, scrutinizing ledgers, and preparing BRS➤ Posting journal entries including monthly accruals, prepaid entries and provisions for outstanding Expenses➤ Posting of Purchases, Sales, Payment, Receipt collection & Journal Entries➤ Conducted statutory audit for one of the branch of Syndicate Bank
Taxation	<ul style="list-style-type: none">➤ Tax audit for Corporate & Non-corporate Entities➤ Filing of ITRs and 3CD report and Form 29B➤ Preparing and filing TDS returns➤ Calculation of Advance Tax➤ Calculating of Capital Gain Tax on account of sale of Land, Share Trading and derivative trading.➤ Assisted in scrutiny related submissions, correspondence with the client and the Income tax department➤ Preparation of financial statements of NGO's and filing their Income Tax return
Statutory Compliances/ Corporate Compliance	<ul style="list-style-type: none">➤ Prepared compliances as per Listing Agreement (LODR 2015) for Listing Company➤ Drafting of Notice, Resolutions, and Minutes of Board Meeting/ AGM➤ Filing of ROC Forms on MCA(DIR-3, MGT-7, MGT-14, AOC-4, CHG-1, MBP-1, DIR-12, ADT-1)➤ Calculation of Book Value and Net Worth of Company and other certificates as per SEBI Norms➤ Coordination with Statutory Auditor for completion of Limited review and Statutory Audit➤ Coordination with Company Secretary for completion of Secretarial Audit under Section 204 of the Act.➤ Coordinating with Listing Compliance department for compliance with SEBI and Stock Exchange➤ Demat transfer and transmission of shares

Areas of Exposure	Nature of Assignment
GST	<ul style="list-style-type: none"> ➤ Preparing and Filing GST Returns(GSTR 1 and GSTR 3B) ➤ Reconciliation of ITC Books vs GSTR 2A ➤ Providing Reco of Books vs. GST Returns for the purpose of GST Audit ➤ Applying for GST Refunds.
MIS Reporting	<ul style="list-style-type: none"> ➤ Preparation of summary on performance of various investments such as Mutual fund, Equity Shares, Forex Derivatives, Gold Bonds. ➤ Preparation of Dashboard for Monthly Revenue, Expenses and Profit (Segment Wise)

Academic Profile:

PROFESSIONAL QUALIFICATION:

- Passed Foundation exam in December 2013 from The Institute of Cost Accountants of India (ICWAI)

ACADEMIC QUALIFICATION:

- Passed graduation in the year 2014 from Sikkim Manipal University.
- Passed Higher Secondary in the year 2011 from C.B.S.E Board.
- Passed Secondary school in the year 2009 from C.B.S.E Board.

Software skills & Certifications:

Operating System:

- Windows 10/8/7

Accounting Package:

- MS Office (Word, Excel, Power Point) and its various versions.
- Tally ERP 9
- Focus V6.0129

Certification Courses:

- Completed Information Technology Training Programme conducted by ICAI.
- Completed Orientation Programme conducted by ICAI.
- Completed General Management & Communication Skills (GMCS) Programme conducted by ICAI.

Core Competencies:

- Detail oriented and focused on accuracy and problem solving.
- Ability to manage daily work without losing focus on long term objectives.
- Client Centric Approach
- Result Driven Professional
- Adaptive with Positive Attitude.

Personal Profile:

Father's Name	Kamal Prasad Agarwal
Date of Birth	October 26, 1993
Languages Known	English, Hindi and Telugu
Marital status	Unmarried
Residence	Sanathnagar, Hyderabad

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: 01-09-2020

Place: Hyderabad

(Meghna Agarwal)