



SUPRIYA DIDWANIA (MBA, CA Inter)

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Analytical and proven professional with extensive accounting and taxation experience with notable success in significantly improving internal processes

PROFILE SUMMARY

- A result-oriented professional with **9 years of experience** in **Finance & Accounts operations, Auditing, Statutory Compliances, Payroll Processing and Taxation**; skilled in managing day-to-day accounts related activities in co-ordination with internal / external departments for smooth financial operations
- A proactive learner with a flair for **adopting emerging trends and addressing industry requirements** to achieve organizational objectives & profitability norms. Have experience of 6 plus years working with one of the Big Four Audit firms
- Streamlined **new projects on Bookkeeping**
- Have the exposure of preparation of process manuals for many companies working under different dynamics
- Sound working knowledge of accounting software such as **Oracle, QuickBooks, Sage 50, Tally, MS NAV, RMC, Infrasy, Opera, Adaco**
- **Domain Expertise in:** Finance & Accounts, General Ledger, Accounts Payables & Receivables, Auditing & Compliance, Taxation
- Hands-on experience in **teaching CA PE-II Student and B.COM Students for Direct Taxes and Corporate Law**
- **Travelled to Dubai on secondment for onsite project support**
- Well-verse in managing resources as a counsellor
- An effective communicator with an **excellent interpersonal & communication skills** and having a keen **aptitude for learning and applying new knowledge** resourcefully

CORE COMPETENCIES & STRENGTHS

*Financial Statement Preparation
Accounting Standards & Compliance*

*Financial Analysis and Reporting
Team Building & Leadership*

*Financial Statement Quality Review
Tax Assessment*

ORGANISATIONAL EXPERIENCE

Since Mar'14 with Ernst & Young LLP, in Cochin, Kerala as **Senior Associate (Accounting Compliance and Reporting team)**
Key Result Areas:

- Steering overall accounting operations for the client's organizations. Liaising with Statutory Auditors & Internal Auditors
- Facilitating communications and coordination with statutory auditors for group companies. Providing information to the External auditors' requirements for timely completion of the audit. Providing/preparing various schedules as per the audit requirements.
- Financial Statement Preparations and Financial Statement Quality Reviews (FSQR)
- Formulating budgets and conducting variance analysis to determine difference between projected & actual figures
- Employees Expenses Claim Verification as per company's policies and highlight the disallowable expenses
- Providing various management reports as per the client's requirements.
- Supporting Indirect Tax team and Direct Tax team for return preparation, Supporting for MENA VAT registration
- Supporting to understand the scope of work, streamlining of bookkeeping of new project, process flow determination and process manual preparation
- Working on all financial transactions, reporting for multiple companies and locations in **Middle East (Qatar, Dubai, Muscat, Riyadh, Alkobar, Jeddah)** including:
 - Recording of day-to-day financial transactions and Monthly Reconciliations of accounts (Like Head office and branch accounts reconciliation, Bank Reconciliation, Credit Card reconciliation)
 - Preparation of various schedules like prepaid expenses, accrued expenses, Accounts Payables and receivables, Fixed Assets schedules, Depreciation schedules, Payroll Schedules (Gratuity, Vacation accrual and Bonus, ESOP, foreign exchange schedule)
 - Finalization of books of accounts, Trial Balance and Financial Statement analysis
 - GAAP Analysis and report preparation

Significant Achievements:

- Provided support to Hospitality and Event Organizer in area such as Revenue Accounting, Monthly Account Reconciliation including Bank and Credit Card, Stock Update and stock Variance analysis, Cash Collection report preparation, Account Receivable Follow up
- Performed accounting of Insurance Company, including Financial Statement preparation, audit coordination, clarification on accounting related queries with ultimate client. Coordination with Head Office;
- Accounting of Transportation Company. Supported for Financial Statement preparation, audit coordination, clarifying accounting related queries with ultimate client. Coordination with Head Office. GAAP to GAAP analysis and report preparation
- Managed monthly accounting and reported for Telecommunication giant, and performed Audit Co- ordination, Financial Statement Preparation
- Performed Monthly Accounting and reporting of Construction Company including audit co-ordination.

- Instrumental in completing the Monthly Accounting and FS preparation of a Healthcare company
- Completed Various Reports and Schedules as per client's formats. Provided Support for Accounts Receivable follow up
- Spares accounting for distributors of networking equipment
- Worked as a presenter on various topics like IFRS, Cash Flows and FS preparation and FSQR
- Traveled for business purpose, and provided support to the client on their site in Dubai
- Awards Received: Spot Award (for all the years), Extra Miler Award

Trainings:

- EY Badges: Hospitality Industry
- English communication – Training from Pearson, Business Writing and Communication
- Conflict, Stress, and Time Management, Customer-Focused Management, Networking smart, Confidence with client
- Advanced Skills in Microsoft Excel
- Data automation from Udemy, IFRS WBL Training and Various other Trainings in EY leads
- Diploma in IFRS (undergoing from EY +ACCA)

PREVIOUS EXPERIENCE

Jan'10- Nov'12 with Rajneesh Arvind and Associates, Dehradun, UK as Accountant and Tax Consultant

Highlights:

- Entrusted with the responsibility to do **Statutory, Internal, Stock and Tax Audits**:
 - Preparation of audit programs, audit checklists, time and cost budgets for completion of audit
 - Vouching of various records which include purchases and sales register, Bank and Cash
 - Verification of financial statements including notes to accounts as to whether they comply with the generally accepted accounting principles, Schedule VI requirements of the Companies Act, 1956, and other applicable statutes
 - Compliance to CARO, Accounting Standards, Corporate Governance requirements
 - Verification of Bank Reconciliations, Debtors and Creditors
- Direct Tax Assignments like Individual Tax Returns, TDS Returns, NRI Taxation and timely filing of Income Tax, Sales Tax returns
- Accounting of Manufacturing companies, Educational Universities, Hospitality and Hospital Industry
- Direct taxation and indirect taxation and other:
 - Calculation of Income under various Heads and Tax Planning Strategy
 - Capital Gain Tax and MAT
 - Form 16 & 16 A Preparation
 - Claiming of Deductions under Chapter VIA
 - TDS Returns and NRI Taxation
 - Client Relations & Tax Assessments
 - Preparation of Sales Tax Return
 - Service Tax Challans, Tax Returns and Advance Tax Challans and Income Tax Challans

ACADEMIC DETAILS

- MBA (Finance) from ICFAI, in 2020
- B.Com. from Dr. Bhim Rao Ambedkar University, Agra in 2002
- 12th from Uttar Pradesh Board in 1999
- 10th from Uttar Pradesh Board in 1997

OTHER COURSES

- Completed General Management and Communication Skills course conducted by NIRC of ICAI

TECHNICAL SKILLS

- **MS Office:** Word, Excel, PowerPoint
- **Accounting Software:** QuickBooks, Sage 50, Tally, MS NAV ERP: Oracle
- **Other Software:** Remote Management Console, Infrasy, Opera, Adaco, Citrix

ARTICLESHP

Feb'02- Feb'05 with Pankaj Khanna and Associates, Kanpur, UP as Article Trainee

PERSONAL DETAILS

- **Date of Birth:** 30th January 1983
- **Languages Known:** English, Hindi and Punjabi
- **Permanent Address:** 34, Anand Apartments, 7-1-54/2/A, Ameerpet, Near MCH Ground, Hyderabad - 500016