

Priya Gupta

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OBJECTIVE

To secure a challenging position where I can effectively contribute and enhance my skills and abilities, which will help the organization, to attain greater heights.

PROFILE SUMMARY

- Associate Member of the Institute of Chartered Accountants of India (ACA)
- Additional qualification-Associate Member of the Institute of Companies Secretaries of India (ICSI)
- Nearly Six years' experience in Accounting, Taxation and Corporate Management in reputed corporate of private sector
- Managing Finance function is the second last assignment and designated as "Chief Finance Officer" - CFO
- Pleasant personality with excellent soft skills

PROFESSIONAL EXPERIENCE

A. NABARD CONSULTANCY SERVICES (NABCONS) From Feb 2018 to September 2020

A wholly owned subsidiary promoted by NABARD and is engaged in providing consultancy in all spheres of agriculture, rural development and allied areas.

(Project Consultant Finance)-For Skill vertical

- Generation for Internal and External financial reports.
- Disbursement, scheduling, periodical review, reporting of financial information system.
- Undertaking review of Utilization Certificate, Annual Financial Statements and other reports submitted by Project Implementing Agencies
- Capacity Building on Financial aspects, conducting audits etc

B. NARMADA GELATINS LTD. (SHAW WALLACE GELATINS LTD.) December 2013 to April 2017

A JUMBO / SHAW WALLACE group company engaged in the manufacture of Gelatin, Di-calcium phosphate etc., incorporated in the year 1961 and listed on the Bombay Stock Exchange Ltd. (BSE). It is an ISO-9002 certified Company.

(Chief Finance Officer- CFO)

Handling the entire Finance and Accounting activities of the Company -

- Managing day to day Accounting activities
- Finalization of quarterly and Annual Accounts
- Preparation of monthly / quarterly MIS.
- Tax Compliance, like calculation and timely deposition of taxes and their return filling. (TDS, VAT, Advance Tax, Excise etc) and Audits.
- Replying to queries and observations of Internal & Statutory Audits.
- Managing Investments in Mutual Funds and Fixed Deposits of the Company
- Handling day to day accounting matters like Debtor & Creditor Reconciliation, credit analysis, authorization / release of payments.
- Credit and Cash flow management to have optimum and efficient use of funds
- Budgeting and costing analysis, Variance report of product costing based on the Bill of Material (BOM) vs actual cost incurred, along with reason analysis
- Preparing various Financial Reports and Analysis of Financial Statements such as Region-wise profitability, etc
- Framing of Corporate policies & procedures, etc

C.FLEETGUARD FILTERS PVT.LTD. PUNE- June 2012 to July 2013

Asstt. Manager Finance:

- Tax Compliance, like calculation and timely deposition of taxes and their return filling. (TDS, VAT, Advance Tax, Excise etc).
- Handling Various Statutory Compliances.
- Handling Tax and Statutory Audit.
- Finalization of accounts, Preparation of monthly MIS
- Handling day to day accounting matters like authorization/release of payments, Debtor & Creditor Reconciliation, credit analysis, optimum and efficient use of funds, management of investments etc
- Working Capital management.
- Preparation of Budgets, Variance Analysis, and Product costing based on the Bill of Material (BOM), Valuation of Stock etc.

ARTICLESHIP EXPERIENCE

- Tax Audit.
- Bank audits.
- Concurrent and Migration audits of banking sectors.
- Tax Assistance.

Specific Assignments:

| | |
|-------------------------------------|--|
| Tax Audits | <ul style="list-style-type: none">– Assisted in Tax Audits of various private limited companies, partnership firms and proprietary concerns– Preparation of Tax Audit Reports |
| Bank & concurrent Audits | <ul style="list-style-type: none">– Identification of Performing and Non-performing asset.– Ensuring proper documentation maintained by banks.– Verifying the basis of loan sanctioning and there KYC compliances. |

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|---------------------|---|
| Direct Taxes | <ul style="list-style-type: none"> – Tax planning, preparation and filing of the Returns, etc – E-filing of Income Tax Returns of Individuals and partnership firms. |
| Accounting | <ul style="list-style-type: none"> – Data entry for various clients – Designing accounting system for the new business entities – Maintaining Inventory records on computers – Finalization of Accounts, Preparation of Balance Sheet |

PROFESSIONAL QUALIFICATION

| Course | Institution/Board | % Marks | Year |
|--------------|-------------------|---------|----------|
| CA Final | ICAI | 52.00% | Nov 2011 |
| CA PCC | ICAI | 55.67% | Nov 2009 |
| CA CPT | ICAI | 65.50% | Aug 2007 |
| CS Final | ICSI | 50.88% | Dec 2015 |
| CS Executive | ICSI | 59.83% | Dec 2011 |

ACADEMIC QUALIFICATION

| Course | Institution/Board | % Marks | Year |
|------------------|-------------------|---------|----------------|
| B.Com | R.D.V.V | 67.83% | March 2010 |
| Higher Secondary | MP Board | 90.00% | Mar-Apr 2007** |
| Senior Secondary | MP Board | 81.00% | Mar-Apr 2005* |

* DISTN in all the subjects of SSC.

**DISTN in four out of five subjects in HSC.

COMPUTER SKILL

- Extensive knowledge of MS office. Working knowledge with Internet and in Tally(All version)
- Information Technology Training (ITT) of 100 Hrs of ICAI.

ARTICLE-SHIP DETAILS

1) Principal Name : **Mr. Sandeep Agrawal.**
Principal's Profile : Chartered Accountant
Duration : 2nd Mar, 2010 to 18th July, 2011
Designation : Article assistant.

2) Principal Name : **Mr. Shankar Lal Agrawal.**
Principal's Profile : Chartered Accountant
Duration : 28th Sep, 2007 to 1st Mar, 2010

Designation : Article assistant.

OTHER ACHEIVEMENT AND PARTICIPATION

- Extensive knowledge of MS office. Working knowledge with Internet and in Tally (All version)
- Information Technology Training (ITT) of 100 Hrs of ICAI.
- Winner in Bhartiya Sanskriti Gyan Pariksha (BSGP) at district level.
- Secured 1st position in painting competition held by Mordern Art Gallery (Mumbai) – 2010.
- Winner in chess competition held by ICAI at branch level. (2009 at Jabalpur)

PERSONAL INFORMATION

- Date of Birth : March 23, 1989
- Gender : Female
- Marital Status : Married
- Languages : English, Hindi.

STRENGHTS

- Good Grasping Power
- Good Listener
- Calm and confident.
- Sincere and Hardworking

LEISURE INTERESTS

- Listening to music.
- Painting.