



ISHMEET KAUR

MBA-Finance | CA- Inter | B.com

Young, Passionate, Committed, Dynamic & Hardworking

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South Delhi

Profile Summary



- **MBA (Finance)** with rich exposure in all aspects of finance including **Accounting, Taxation, GST, Auditing, Financial Reporting, Regulatory Compliance.**
- Conducted **Statutory & Internal Audits** including preparation of **Audit Reports** as required under **Companies Act, 2013 & CARO Reporting.**
- Assisted in **Finalization** of financial statements including **Cash Flow Statement, Notes to Accounts, Audit Schedules, Age wise Accounts Payable & Receivable.**
- Working on **Interest expense calculations** and highlight deviations for excess, if any.
- Focused on **Anticipating and Identifying Risks** and escalating issues, as appropriate.
- Excellent with **Numbers, Result Driven Professional**, great at **People Management Skills** and always looks for **New Ways to Improve Current Processes** and develop creative solutions.
- Coordinate and manage internal testing cycles for **SOX Compliance.**
- **Analyzed large data sets** to facilitate management reporting, activities including developing **Trend Reports & Forecasts and benchmarking** results against competing data sets.

Core Competencies



- Statutory & Internal Audits
- BRS & Reconciliations
- Financial Analysis
- Branch audits
- Stock Audits & Tax Audits
- Reporting & Documentation
- Regulatory Compliance
- Trend analysis
- Budgeting & Forecasting
- Variance Analysis
- Income Tax Returns
- Sox Compliance

Work Experience

- **Pharma Industry (Gurugram)** **May 2021 till now**
Executive-Audit
Scope of work performed
 - Conduct Branch audits and assists in report preparation.
 - Checking and verifying the employee advances, Quarterly incentives and analyze the variances thereof.
 - Physical verification of Medicine stocks held with various dealers.
 - Escalating issues and identifying the risks over spending.
 - Verifying the expiry and breakage claims of stockists with regards to company policy
- **Ambit Collective LLP (Delhi)** **July 2020 to Mar 2021**
Consultant (Team Leader)
Internal Audit | Project (Honda)
Responsibilities and Scope of Work Performed:
 - Performed and Co-ordinating **audit activities** with respect to **Internal & Stock Audit** with various team members.
 - Demonstrated good **understanding of client's business operations** while applying **the industry approach** on the job performed.
 - **Evaluating** overall performance of automotives business while **Assessing Productivity and Profitability** and offer useful comments on the basis of analysis.
 - **Trend Analysis** of various ratios and assistance in following **SOPs** such as **Ledger Scrutiny and Variance Analysis.**
 - Preparation of **Delivery and Booking Counts** weekly report including **analysis of market trend** both Dealer wise as well as Zone Wise.
 - Review of compliance with **Credit Appraisal & Loan Sanctioning Policy.**
 - Executing varied **audit interventions** comprising of **Data Analytics, Document verifications, Account reconciliations and physical verification** with a view to provide **assurance on business transactions.**
 - Reconciling **GSTR-1 with GST-3B** including **performing transactions working** along with their **supporting** for **detecting** the fraudulent line items ,if any.

➤ **SS Kothari Mehta & Co.,(Delhi)**
Article Assistant

Mar 2017 to Mar 2020

Major Clients Handled:- 1) Dalmia Bharat Ltd. 2) Ansal 3) DLF(Real estate and Hospitality) 4) Jindal Power Ltd. 5) BCL Secure Premises 6) Parishram Resources 7) Dalmia Refractories Ltd. 7)Jindal Stainless (Hisar) 8) Shivam Autotech Ltd 9)Apollo Fiege Integrated Logistics Pvt. Ltd 10)V Guard Pvt. Ltd 11)RV Sales 12)Modern Flour Mill.

Responsibilities and Scope of Work Performed:

❖ **Statutory Audit**

- Conducted **Statutory Audit and Revenue Audit** of various companies as per the rules & regulations issued thereunder including preparation of **Audit Reports** as required under Companies Act, 2013.
- **Finalization** of financial statements including **Cash Flow Statement, Notes to Accounts, Audit Schedules, Age wise Accounts Payable & Receivable** as per regulations of Companies Act.
- Analysis of **Variiances** of profit and loss account items and arriving at logical conclusions for such variiances.
- Checked the **Presentation and Disclosures** in financial statements including **verification of depreciation as per Schedule-III** and relevant disclosures as per **Accounting Standards**.

❖ **Internal Audit**

- **Carried out Internal Audit** to ensure that the all relevant activities are subject to periodic audit including preparation of audit report.
- Finalization of **Recommendation on Observations** with clear timelines for implementation of improvements/recommendations.
- Assist in preparing the periodic **SOX reporting**.

❖ **Taxation**

- Assisted in preparation of **Tax Audit Reports** and working of various annexures attached thereto as per provisions of Section 44 AB of IT Act 1961 and filling of **forms 3CA, 3CB and 3CD**.
- **Computation** of Income and filling of **Income Tax Returns, TDS returns** and drafted **special observation report**.
- Projecting Tax liability and calculation of **Advance tax** payable. Handling **TDS Compliances**.
- Preparing **reconciliation statement** between the data as per **GST portal** and financial statements and ensure compliance with **GST laws**.

Professional Qualification



The Institute of Chartered Accountants of India, New Delhi

Qualified **CA Intermediate** in Feb 2019 with **exemption in Audit & Advance Accounts**.

Academic Qualification



| Year | Class / Course | University / Board | Percentage |
|------|----------------|----------------------------------|------------|
| 2021 | MBA (Finance) | I.G.N.O.U | 57.00% |
| 2018 | B.Com | P.G.D.A.V College (D.U) | 68.00% |
| 2014 | H.S.C | Lady Irwin School(C.B.S.E Board) | 87.00% |
| 2012 | S.S.C | Lady Irwin School(C.B.S.E Board) | 8.2 CGPA |

Achievements & Extracurricular Activities



- Actively participated in **Management & Communication Skills Programme** by ICAI.
- Achieved Certificate in **Orientation Training & Information Technology Training**.
- Additional Head Girl in the School.

Personal Dossiers



Gender: Female

D.O.B : July-1996

Languages: English, Punjabi & Hindi

Interests: Singing, Travelling & Current Affairs