

Neha Dhiman

Date of Birth : 13 Apr, 1993

Contact

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Profile Snapshot

An enthusiastic learner always hungry for new concepts and ideas, working towards innovation and improving with team, a quick learner and highly self motivated individual.

Professional and Academic Qualifications

- Passed Both Group of CA IPCC.
- Passed Higher Secondary School from CBSE Board in 2010 with 84.5% marks.
- Passed High School from CBSE Board in 2008 with 80.4% marks.

Professional Work Experience

Udyen Jain & Associates (January 2017 - till date)

Audit Assistant

- ✓ Handled Statutory Audit Assignments : [Mitsubishi Chemical India Pvt. Ltd.](#) (Trading Concern), [Ekin India Pvt. Ltd.](#) (Manufacturing), [Rex Industries India Pvt. Ltd.](#) (Trading Concern)
- ✓ Handled Internal Audit Assignment : [Yokohama India Pvt. Ltd.](#) (Manufacturing), [Olympus Medical System India Pvt. Ltd.](#) – HR Audit (Trading Concern)
- ✓ Supervised Fixed Asset Verification
- ✓ Conducted Internal Audit of Stock : [Yokohama India Pvt. Ltd.](#) (Manufacturing)
- ✓ Prepared Financial Statements
- ✓ Handled Transfer Pricing Audit : [Mitsubishi Chemical India Pvt. Ltd.](#) (Trading Concern), [Ekin India Pvt. Ltd.](#) (Manufacturing), [Okitsumo India Pvt. Ltd.](#) (Trading Concern), [Iwatani India Pvt. Ltd.](#) (Trading Concern), [Rex Industries India Pvt. Ltd.](#) (Trading Concern)
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Audit & Tax Assistant

- ✓ Assisted in Internal Audit Assignments : [Olympus Medical System India Pvt. Ltd.](#) (Trading Concern), [Koyo Bearings India Pvt. Ltd.](#) (Manufacturing), [Otsuka Chemical \(India\) Pvt. Ltd.](#)(Manufacturing), [Yokohama India Pvt. Ltd.](#) (Manufacturing)
- ✓ Supervised Fixed Asset Verification.
- ✓ Assisted in IFC Audit Assignment : [Mitsubishi Chemical India Pvt. Ltd.](#) (Trading Concern),

Worked with **Viney Mittal & Co .**

- As Audit & Tax Executive (July 2015 - January 2017)
- As Article Assistant (July 2012 - July 2015)

Assisted in

STATUTORY AUDIT

- ✓ Statutory Audit of [Dhoot Group](#) (Delhi): Dhoot Infrastructure Pvt. Ltd, Dhoot Developers Pvt. Ltd, Joint venture of DDPL with Bengal Silver Springs Pro and other 13 group companies (Real estate).
- ✓ Statutory Audit of Dhoot Group : [Time Tower Estate Management Pvt. Ltd.](#) (Delhi) managed by CBRE South Asia Pvt. Ltd. (Property Management Services)
- ✓ Statutory Audit of [Invenio Business Solutions Pvt. Ltd.](#) (SAP based Accounting) (Software Co.)
- ✓ Statutory Audit of [Jonson Rubber Industries Ltd.](#) (Manufacturing)
- ✓ Statutory Audit of [Continental Conveyors Pvt. Ltd.](#) (Manufacturing).
- ✓ Statutory Audit of [Matrix Group](#) including Matrix credit recovery controls Pvt. Ltd, Matrix Debt Recovery System (services)
- ✓ Statutory Audit of Various other companies

TAXATION & TAX AUDIT

- ✓ Tax Audits of above mentioned companies.
- ✓ Tax Audits of Various manufacturing & Trading Firms.
- ✓ Tax Audits of Various Individuals, Professionals including Doctors.
- ✓ Preparation of Income Tax Computations & E-Filing of Income Tax Returns of Corporate & Non Corporate Entities using Webtel's Web-e-Tax taxation software & Income tax Web portal.
- ✓ Filing of quarterly TDS Returns using Webtel's Web-e-TDS software
- ✓ Preparation and filing of VAT Returns.
- ✓ Filing of Service Tax Returns.

ACCOUNTING

- ✓ Preparation of Financial Statement of Various Companies, Partnership Firms & Individuals.

Computer Proficiency

- ✓ Well versed with Business Intelligence Tools like MS Office including excel, Word & PowerPoint .
- ✓ Exposure of Audit in SAP.
- ✓ Proficient in using Accounting Software.
- ✓ Internet savvy.
- ✓ Completed 100 hours of Information Technology Training certified by the Institute of Chartered Accountants of India.

Core Strengths

- ✓ Good analytical skills
- ✓ Detail oriented
- ✓ Result oriented

Personal Details

- ✓ Language Known : English, Hindi
- ✓ Address : H. No. 358, Alipur , Delhi 110036