

CA SHIL NIDHI

C-13, 3rd Floor, Street No. 6
C-Block, West Vinod Nagar, Delhi-110092

Mobile: +91-9015943803
E-mail: s.nidhi1234@gmail.com



Strengths

- ❖ 9 years of work experience in India.
- ❖ Accounts, Finance and Taxation.
- ❖ Business correspondence & reporting skills.
- ❖ Skilled in accounting policies & procedures implementations
- ❖ Ability to multitask work independently.
- ❖ Proficient in budget report and preparation.

Profile Summary

Well-experienced Chartered Accountant with diversified industry background. Offers around 9 years of extensive experience in whole gamut of accounts functions with competency in finalization of Financial Statements, Debtor Management, Creditors Management, Expenditure Management Liasioning, Internal and Statutory Audit etc. Known in past service records for demonstration excellent work skills, performing very well under pressure, meeting deadlines and working with the team effectively. Presentable and smart personality with excellent interpersonal, communication skills.

❖ Career Progression

- Working with **VIJANI EXIM PRIVATE LIMITED**, at their Noida Office, as **ACCOUNTS & FINANCE MANAGER (ACCOUNTS & FINANCE)**. **2018 to till date**

THE COMPANY **VIJANI EXIM PRIVATE LIMITED** is a manufacturing cum Export Import company, which manufactures packing materials such as rappers, Plastic cover, films etc. It is one of the major packing materials producing company with wide range of customers, mainly in corporate sector. The company has maintained its growth continuously form last several years. The company has also started a new venture in the field of Medical Equipment's and Articles, with the scope of spreading out all over India.

- Working in the role of **BRANCH INCHARGE** as well as salaried partner with **ARVIND ARPAN & ASSOCIATES**, a well established CA Firm in India, at their New Delhi office. **2013 to till 2018**

The Firm: Arvind Arpan & Associates, established in 1998, is one of the major legal and accountancy consultancy firms with wide clientele of different industry & various established Corporates with Head office of Patliputra, spread all over India. The firm is handling lots of corporate clients with giving the services to several Public Sector Banks such as United Bank of India, Canara Bank, Indian Overseas Bank, Bank of Maharashtra, Central Bank of India, Punjab National Bank, Oriental Bank of Commerce, Allahabad Bank etc. The firm has also spread its services to different Government sectors and PSU's.

- Worked with **M/s. GO BANANA**, a leading Information Technology Organization, at their New Delhi Office, as **a Senior accountant**. **2011 to 2013**

M/s GO BANANA is a services provider organization in the field of Information Technology and Software consultancy. It is a progressive organization having more than 150 employees including well experienced IT

professionals, business analysts, statisticians and data mining experts operate out of office in Delhi and Banglor, discover superior investment opportunities in India.

- Worked as an **Accountant and Audit Assistant with HDSG & ASSOCIATES**, a leading CA Firm in India.

2010 to 2011

The Firm HDSG & ASSOCIATES, is 36 years old CA Firm, with one of the oldest legal and accountancy consultancy firms. This organization has carved a niche for itself in India's audit and allied sectors (with specific thrust and expertise in assurance, risk advisory, tax advisory, corporate advisory and outsourcing) and be reckoned as an Indian firm with a global advantage. This Firm has Twelve partners with Two partners being CPA'S and Two are qualified ISA.

❖ **Areas of Expertise – Accounts, Finance and Taxation**

- Mobilization and planning of funds and maintaining requisite balance of Banks.
- Preparation of MIS like funds flow, cash flow Statement, Net worth Statement.
- Liasioning and follow – ups with Bank officials and attending to their queries.
- Maintenance of day to day books of account.
- Filings and Filings of TDS returns, Income Tax and GST Returns.
- Filings & Filings corporate secretarial returns & day to day office correspondence, maintenance of statutory records and companies act.
- Preparation of Bank Reconciliation Statement, trail Balance profit and Loss account and Balance Sheet Liasioning with internal and statutory Auditors and dealing with various audits. Finalization of accounts.
- Debtor Management, Creditors management, expenditure management and other areas of the companies, keeping in mind effective cost reduction
- Accounts receivable, accounts payable and control through improved credit collections. Conducted statutory audit of private limited companies, proprietary concern and societies etc.
- Active participation in Tax planning and projections
- Maintenance of fixed assets register
- Verification of vouchers prepared by sub- ordinates
- Ensure the safeguarding of all funds
- Issue, code and authorise purchase orders.
- Reconcile the accounts payable
- Prepare general summaries
- Reconcile the accounts receivable
- Compile source documents
- Issued receipts.
- Reconcile weekly deposits
- Manage and develop direct reporting staff
- Manage and control departmental expenditure within agreed budgets
- Audit and authenticate all documents related to salary statements and distribution policies etc.
- Travel and hotel bookings for the staff and company guest
- Preserve proper records of incoming and outgoing correspondence, file documents and letters
- Systematically, and keep all assigned files up-to-date, maintain their confidentiality
- Prepare budget reports and action plan regarding accomplishment for the day and forward to management
- Reported to the director president Vice-President.
- Liaison with government.
- Compilation and maintenance of lease agreements etc.

❖ **Education**

Professional and Academic

- Passed Chartered Accountancy Final Exam held in May 2011, and become Associate Member of Institute of Chartered Accountants of India in August 2011.
- Done Graduation (B. Com) from Jai, Prakash University, Chapra, Bihar in the year 2004 with 71 Percent Marks.
- Done senior secondary education (I.COM) from Patna council, Bihar in the year 1999 with 65 Percent Marks.
- Done HSC 10th exam from the board of secondary education Bihar in the year 1997 with 56 Percent Marks.

Computer Qualification/Proficiency

- Expert knowledge of accounting package e.g. SAP R-3, Tally ERP-4.5, 5.4, 7.2, 9.0 and ERP 10, Compotax, Cleartax, Busy win, MS office 2016.

❖ Personal details: -

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| Nationality | : | Indian |
| Date of Birth | : | 12th Oct. 1981. |
| Marital status | : | Married |
| Father's name | : | Mr. Vinay Kumar Varnawal |
| Language | : | English and Hindi. |
| Present address | : | House No. C-13, 3 rd Floor, Street No.6, West Vinod Nagar, Delhi-110092 |
| Permanent address | : | House No. C-13, 3 rd Floor, Street No.6, West Vinod Nagar, Delhi-110092 |
| Religion | : | Hinduism |
| Place of Domicile | : | New Delhi |

(CA SHIL NIDHI)