

PALAK BANSAL

Chartered Accountant, B.COM

M.+91-7876098897, e-mail: palakbansal1501@gmail.com

Female, 27 years, Indian

CARRIER OBJECTIVE

I wish to contribute meaningfully to the growth & success of the organization by undertaking challenging assignments & delivering timely results using my skills. Simultaneously, I also aim at developing myself professionally, mentally and financially.

EDUCATION

CA-Final	May -2015	ICAI	55.38%
B.COM	2010-13	Kurukshetra University	70%
CA-IPCC	May-2012	ICAI	60.57%
CPT	June-2010	ICAI	54%
10+2	2010	CBSE	86%
MATRICULATION	2008	CBSE	81.6%

WORK EXPERIENCE

- **Neo Developers Pvt. Ltd. (Gurgaon):** Working as Manager in Accounts & Finance Department since August 2020:
 - Managing general accounting of the company.
 - Assistance in regular tax compliances including TDS and GST.
 - Assisted in preparation of financials and preparing data for statutory audit.
 - Providing MIS Report to Management on monthly basis.
- **Ambika Realcon Pvt. Ltd. (Chandigarh):** Worked as Manager in Accounts & Finance Department from December 2017 to January 2020:
 - Handled the general accounting of Real Estate Division.
 - Managed the customers receipt section & daily collection report.
 - Handled revenue recognition process of Real Estate Division.
 - Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
 - Assisting in preparation of proposals for project finance from bank as well as financial institution.
 - Providing calculations about the rates and applicability of GST on various products.
 - Interacts at all levels to produce timely, efficient and accurate month- end close and all internal management and financial reporting through annual report.
 - Prepared summary feedback of financial statements variances to budget.
 - Providing MIS Report to Management on monthly basis.
 - Managed the statutory obligation viz. TDS, GST.
 - Prepared data for GST returns.
 - Assisted in accounting under GST.
 - Assisted in preparation of financials and preparing data for statutory audit
- **Omaxe Developers Extension Pvt. Ltd. (Chandigarh) (September 2015 to November 2017)**

Auditor in Internal Audit Department:

- Audit of system data entry (Allotment / commission / receipts / demand notes / credit notes / transfers / resale).
- Review of operations, debtors & general ledger scrutiny.
- Review of term sheets of assured returns given to clients.
- Audit of revenue recognition process of Real Estate Division.
- Analyzed internal control systems.

Financial Analyst in Commercial & Finance Department:

- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
 - Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
 - Co-ordination with different banks and departments such as finance/ legal/ planning for approvals of Projects and disbursements.
 - Regular follow up with Project teams w.r.t Project updation and new amendments in projects.
 - Report to management regarding the finances of establishment.
 - Providing best calculations to management for negotiating deals between buyers and sellers that lead to resolve conflicts/legal disputes.
 - Managed the statutory obligation viz. TDS, Service Tax, GST.
- **Suresh Mittal and Company (Zirakpur): Articleship (September 2011 to September 2014)**
 - Conducted Tax Audit and Vat Audit of various Proprietorship Firms, Partnership Firms & Trusts.
 - Preparation and Finalization of Financial Statements such as Balance Sheet, Profit & Loss A/C.
 - Preparation of Project Reports for small & medium size projects for banks & financial institution.
 - Preparing and filing of various forms and Returns at the MCA Portal.
 - Preparation and e- Filing of Income Tax Returns, TDS Returns & VAT Return.
 - Conducted Concurrent Audit of Punjab National Bank, State Bank of Patiala branch.
 - Conducted Concurrent Audit of Govt. Departments of HFDC Panchkula Branch, NRHM Chandigarh Branch.

ACADEMIC ACHIEVEMENTS AND EXTRA CURRICULAR ACTIVITIES

- Secured 71 marks in ISCA in CA Final Exams.
- Secured 60+ marks in 5 subjects in IPCC Exams.
- Actively participated in quiz competitions and sports competition at District/State level.

IT SKILLS

- Proficient in MS Office & Internet Applications.
- Working knowledge of Tally ERP9 (Accounting software), Busy (Accounting Software).
- Undergone 100 hours of Computer Training (as prescribed by ICAI).
- Accustomed to work in a computerised LAN enabled Environment.

PERSONAL DETAILS

Date of Birth: 15 January 1993

Permanent Address: 266/11, Anand Colony, Samana, Distt. Patiala, Punjab, 147101

Local Address: 308, Sector 28, Gurugram, Haryana, 122002

Husband's Name: CA Pankaj Mittal

Marital Status: Married

Language Proficiency: English, Hindi, Punjabi