

MOHIT SAINI

Chartered Accountant, B.com.



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CAREER OBJECTIVE

Seeking an opportunity to work in a challenging environment and leverage the acquired academic knowledge and articleship experience for personal and professional growth by aligning it with the organizational goals.

WORK EXPERIENCE

Industrial Trainee

HCL Technologies Limited, Noida.

March 2018 – February 2019 (1 year)

Projects at **Finance Controllership** function

WORK RESPONSILITIES & EXPOSURE

- Preparations of Financial Statements as per section 129 of Companies Act, 2013; as per Local GAAP and IFRS for foreign subsidiaries.
- Preparation of Interim Financial Statements / various MIS Details for management review.
- Balance sheet & Profit and Loss variance analysis on QoQ and YoY basis.
- Preparation and analysis of various project profitability statements (PP analysis) extracted from SAP.
- Assistance in closure of Statutory and Local Accounts with Auditors.
- Preparation of workings and parking entries in SAP.
- Uploads and testing new entities in SAP Environment.
- Performing monthly & Quarterly closing activities including: Forex Run, Corporate Segment Allocation, Inter Company Loan interest posting.
- Sharing SAP ledgers to local consultants for local book keeping on quarterly basis along with its relevant supporting.
- Review of XBRL files for the purpose of ROC filing.

Articled Assistant

M/s Subhash Mittal & Associates, Chartered Accountants, Rajendra Place, Delhi.

February 2016 – February 2018 (2 years)

Projects at **Audit & Assurance** department

WORK RESPONSILITIES & EXPOSURE

- Executed detailed audit procedures, including reviewing transactions, documents, records, reports, policies and procedures, business processes for accuracy and effectiveness.
- Ensuring Compliance with Legal provisions, Accounting Standards, guidance notes issued by ICAI and other legal pronouncements.
- Ensuring the Bank Reconciliations is appropriate.
- Drafting and finalizing Internal Audit, Statutory Audit & Grant Audit Reports.
- Adhering FCRA compliances as a part of Internal Audit and Grant Audits of various NGOs receiving foreign contribution.
- Performing analysis of Revenue, Payroll, Provisions, Accounts Payable, Loans and advances and Expenses.

- Analyzing financial information detailing assets, liabilities, and capital & preparation of balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
- Preparation of computation of Income and filing of Income tax returns.

Key Assignments handled:

S. No.	Client Handled	Nature of Assignment
1.	Divisional Office of Oriental Insurance Co. Ltd.	Limited Review
2.	Plan International (India) Partner's	Internal Audit
3.	Socio Legal Information Centre	Internal Audit
4.	MAMTA - Health Institute for Mother & Child	Internal Audit
5.	Learning Link Foundation	Internal Audit
6.	India's Liaison Office of Digital Green Foundation & Safe Water Network-Trust	Statutory Audit
7.	Nanosniff Technologies Pvt. Ltd.	Statutory Audit
8.	Gulmohar Sports-Cum-Community Centre	Statutory Audit
9.	Flagship programme of Rajiv Gandhi Charitable Trust on behalf of Public Health Foundation of India	Grant Audit
10.	Post Grant assessment on behalf of Cipla Foundation.	Grant Audit

PROFESSIONAL QUALIFICATIONS

Course	Institute	Level	Cleared In	Percentage
Chartered Accountant	Institute of Chartered Accountants of India	Final - Group-II	Nov 2019	50%
		Final - Group-I	May 2019	56%
		IPCC - Group-II	Nov 2015	55%
		IPCC - Group-I	Nov 2014	56%
		Common Proficiency Test (CPT)	Dec 2013	60%

ACADEMIC QUALIFICATIONS

Course	University/Board	Year	Percentage
B. Com	University of Delhi	2016	64%
XII	C.B.S.E.	2013	84%
X	C.B.S.E.	2011	8.0 CGPA

KEY SKILLS

- Proficient in MS Office tools (Word, Excel & PowerPoint).
- Well versed in the use of SAP & Tally ERP.

INTEREST / EXTRA CURRICULUM ACTIVITIES

- Participated in Annual Road Safety Marathon.
- Represented school at inter-school competitions like essay writing, quiz & poster making.
- Weekend Cycling, Movies, Yoga.

AWARDS & ACHIEVEMENTS

- Appreciation from Manager and Team at HCL Tech. Ltd for completion of assigned work before deadline.
- Additional reward for solely handling assignment during articleship.
- Won 1st Prize in School Quiz and Drawing competition.