

# RITIKA JAIN

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## RESUME SUMMARY

- Sincere and competent professional, currently working as Deputy Manager in Deloitte Haskins and Sells LLP, Gurgaon (in Audit and Assurance Department)
- Ability to handle audit functions, defining audit schedules, preparing quick, accurate financial information and reports to communicate audit findings and financial data
- Strong communication skills coupled with self-confidence and responsibility as well as diligent work ethics complements my profile
- Career Objective is to pursue a dynamic and challenging career with an organization of repute, and integrating my own goals with the organization's, so as to become a catalyst in each other's growth.

## PROFESSIONAL EXPERIENCE

Organisation	Role	Period
Deloitte Haskin & Sells LLP, Gurgaon	Deputy Manager	June, 2020 to Present
Deloitte Haskin & Sells LLP, Gurgaon	Assistant Manager	February, 2018 to May, 2020
Ahuja Valecha & Associates LLP, Pune	Executive	April, 2017- February, 2018
Deepak Radhesham Gupta & Co., Sirsa (Hry.)	Article Assistant	Dec, 2012 – Dec, 2015

## PROFESSIONAL EDUCATION

Course	Year	Marks
CA Final*	Nov, 2016	55.88%
CA IPCC	Nov, 2012	56.29%
CA – CPT	June, 2011	77.50%

[\*Secured exemption (60+mark) in Strategic Financial Management, Corporate Law, Indirect Tax Laws]

## ACADAMIC EDUCATION

Qualifications	Institute/University/School	Year	Percentage
B.com	Kurukshetra University	2014	54.50%
10+2	G.R.G. National Girls' Sr. Sec. School, Sirsa (Hry) -CBSE	2011	83.80%
10 <sup>th</sup>	S.S. Jain Girls' Sr. Sec. School, Sirsa (Hry) –HBSE	2009	85.80%

## PROFESSIONAL EXPERIENCE

**Organization** : Deloitte Haskin & Sells LLP, Chartered Accountants, Gurgaon  
**Role** : Deputy Manager

### Worked as a team leader and handled the following areas:

- Develop audit strategy on the basis on risk based audit approach and leveraging control implemented by management in audit to get overall efficiency. Involved in coordination of the audit work, development of detailed audit plan, which includes identifications of Risk of Material Misstatement, testing those risk, identifying gaps and deficiency in controls.
- Handled Financial Statements, tested the design and implementation of internal control systems of the client including understanding and documenting clients accounting processes.
- Assisted in the preparation of audit reports, Management Representation letter, finalisation of Accounts, Financial Reporting as per IGAAP and Ind-AS and their disclosures.
- Ensured the compliances with the internal Financial Control over Financial Reporting (ICOFR) as per the guidance issued by the ICAI.

<b>R Systems International Limited</b> (Software Industry) – Listed Entity - Statutory Audit and Limited Review	<ul style="list-style-type: none"> <li>• Review and finalisation of Financial Statements, Financial Results and Condensed Financial Statements to be submitted to regulatory bodies on quarterly basis and yearly basis ensuring all disclosure and compliances.</li> <li>• Tested Corporate Governance of the company for issuing Corporate Governance certificate.</li> <li>• Review of Statement of Cash Flow.</li> <li>• Conducted month on month analysis of salaries of the employees, headcount reconciliations, joining and leaving details verification as per the HR policies, calculation of project incentive, drew Payroll expectations etc.</li> <li>• Conducted the detailed examination of statutory dues including excise, service tax, VAT/CST, GST, timely filing of tax returns and payment of tax, computation of interest in case of delay reconciliation with the sales.</li> <li>• Performed confirmation procedures, vendor reconciliation, Invoice testing, vendor ageing analysis, vendor retention and their classification as per Ind AS.</li> </ul>
<b>Paayas Milk Producer Company Limited</b> (Consumer based) – Statutory Audit	<ul style="list-style-type: none"> <li>• Review and finalisation of Financial Statements ensuring all disclosure and compliances.</li> <li>• Review of Statement of Cash Flows.</li> <li>• Analysis of revenue with the understanding of their process flows, revenue recognition, trend analysis, cut-off procedures, margin analysis etc.</li> <li>• Performed analytical procedures w.r.t. fixed assets including depreciation analysis, Other assets and liabilities</li> <li>• Performed confirmation procedures, vendor/ debtor reconciliation, Invoice testing, vendor/ debtor ageing analysis</li> </ul>
<b>NDDB Dairy Services</b> (Consumer based) – GST Audit	<ul style="list-style-type: none"> <li>• Preparation of Form GSTR-9C and detailed examination of all clauses of GSTR-9C</li> <li>• Reconciliation of details as per GST portal with books of account.</li> </ul>
<b>Baani Milk Producer Company Limited</b> (Consumer based) – Tax Audit	<ul style="list-style-type: none"> <li>• Conducted detailed examination of various clauses of Form 3CD</li> <li>• Perform ledger scrutiny, verification of excise audit, service tax audit, cost audit reports</li> <li>• Preparation of 3CA Report</li> </ul>

<b>Worked as a team member and handled the following areas:</b>	
<b>Zensar Technologies Limited</b> (Software Industry) – Listed Entity - Statutory Audit and Limited Review	<ul style="list-style-type: none"> <li>• Assisted in finalisation of Ind-AS financial statements</li> <li>• Assisted in testing and finalisation of Noted to accounts of Consolidated Financial Statements</li> <li>• Analysis of revenue with the understanding of their process flows, revenue recognition, trend analysis, cutoffs procedures etc.</li> <li>• Performed confirmation procedures, vendor/ debtor reconciliation, Invoice testing, vendor/ debtor ageing analysis</li> </ul>
<b>Carraro India Private Limited</b> (Manufacturing) - Statutory Audit	<ul style="list-style-type: none"> <li>• Analysis of revenue with the understanding of their process flows, revenue recognition, trend analysis, cutoffs procedures etc.</li> <li>• Performed confirmation procedures, vendor/ debtor reconciliation, Invoice testing, vendor/ debtor ageing analysis</li> </ul>
<b>Idea Cellular Limited</b> (Telecom) – AGR Certificate	<ul style="list-style-type: none"> <li>• Worked on AG and AO Certificates of Telecom industry, which is to be submit to Department of Telecommunications.</li> </ul>

**Organization : Ahuja Valecha & Associates LLP, Chartered Accountants, Pune**  
**Role : Executive (April, 2017 – February, 2018)**

**Key Learning & Contribution:**

**○ Internal Audit**

- Document control processes and procedures through observation, testing, and discussions with finance and operational personnel.
- Document audit issues illustrating the associated risks of the operations and the action plan to be implemented.
- Verify proper controls are in place over procurement to payment function, order to cash function, Payroll & HR function, Statutory compliances, Fixed assets procurement etc.

○ **Audit Support**

- Preparation of Financials for Statutory Audit.
- Preparation of Audit Schedules for Statutory Audit.
- Reconciliation of various Balance Sheet and Profit & Loss A/c areas which includes Statutory Liability, Sales Register, Fixed Assets Register.

**Organization** : **Deepak Radhesham Gupta & Co., Chartered Accountants, Sirsa(Hry.)**  
**Role** : **Article Assistant (Dec, 2012 – Dec, 2015)**

**Key Learning & Contribution:**

○ **Statutory Audit**

- Compliance with requirement of schedule III of the Companies Act, 2013
- Conducted the detailed examination of statutory dues including excise, service tax, VAT/CST, timely filing of tax returns and payment of tax, computation of interest in case of delay.
- Compliance with Accounting Standards and Taxation
- Finalization of Financial Statements.
- Performed analytical procedures w.r.t. fixed assets including depreciation analysis, Revenue, Other assets and liabilities, Operating Expenses.

○ **Tax Audit and Taxation**

- Drafting the Tax Audit Report as per the requirement of Income Tax Act, 1961.
- Working experience of Preparation of ITR e-filing, ROC e-filing, Service Tax e-filing, TDS e-filing.
- Assisted in preparation of Service Tax workings and monthly & quarterly TDS Returns.
- Assisted in Audit of Various Charitable Trust & Education Institutions.
- Finalisation of Financial Statement and Audit Reports of Companies, Partnership Firms and Proprietary firms
- Maintenance of Accounts in Tally.

**IT SKILLS**

- Working knowledge of Business Intelligence Tools like MS-Office.
- Attended 100 hours IT Training provided by The Institute of Chartered Accountant of India.
- Working knowledge of SAP, Tally, Genius Software - Taxation and e-filing software

**STRENGTH AND HOBBIES**

- Quick learner, Flexible and Team player
- Punctual and strictly adhere to time limits
- Travelling and exploring new places

**PERSONAL DETAILS**

<b>Father's Name</b>	Sh. Pawan Kumar Jain
<b>Date of birth</b>	29 <sup>th</sup> March, 1994
<b>Linguistic Ability</b>	English and Hindi