

I. Objectives

To contribute towards the achievement of organizational objectives and set new standards of performance and add value on all client engagements by adopting a methodical approach for work assigned.

II. Professional Experience

1. Presently working with **Cars24 Services Private Limited** as a Team Lead-Finance. Work experience includes:

- Maintaining and organizing the company financial accounts record, developing and updating accounting, finance and management policies and procedures, preparation of Vendor Reconciliation, debtor's-creditor's ageing and closing stock detail
- Ensuring proper month end and year end closing
- Preparing accounting manuals for expenses and payroll
- Planning and execution of internal audit independently for procurement and sales area
- Internal audit of support function (vendor payment & monthly book closure)
- Forming risk control matrix and performing ICFR testing
- Preparing and presenting the audit report to the management

2. Worked with **Grant Thornton** as a Consultant (Assurance)

Assignments	Work Description
<ul style="list-style-type: none"> • Escorts Limited (Manufacturing concern) • IndusLynk Training Services Private Limited (Service sector) • Pinnacle Capital Solutions Private Limited (NBFC) • Jakson Group 	<ul style="list-style-type: none"> • Practical exposure and applicability of IndAS, AS, SA and Companies Act, 2013 • Preparation and finalization of Financial Statements • Audit of Form 3CD and finalization of Tax Audit

3. Completed Industrial training from **M/s All-Ways Logistics India Private Limited, New Delhi** (December 2016 - April 2018)

- Day-to-day Accounting transactions in Tally.ERP9 software
- Managed accounts receivable
- Monitoring of revenue collection process and tax impact thereon

4. Worked with **A.K. Nair & Co.** (Chartered Accountants), New Delhi (October 2014 - November 2016) - Practical exposure involves:

i. In the field of Audit

Types	Work Description	Assignments
Statutory Audit	<ul style="list-style-type: none"> • Practical exposure and applicability of AS, Standards on Auditing • Finalization of Annual Reports including Auditor's Report & CARO • Preparation & finalization of Financial Statements • Preparation of Tax Audit report & compliance with other provisions of Companies Act & Income Tax Act. 	<ul style="list-style-type: none"> • Young Women Christian Association of Delhi (YWCA) • Medel India Pvt Ltd (Trading Co.) • Windsor Petrochemicals Pvt. Ltd. • Windsor Speciality Pvt. Ltd. • Netaquila Solutions Pvt. Ltd. • Ideas Creative Services Pvt. Ltd.
	<ul style="list-style-type: none"> • Verification of Internal Control System 	<ul style="list-style-type: none"> • Minda Silca Pvt. Ltd.

Internal Audit	<ul style="list-style-type: none"> • Verification of Statutory Dues • Physical verification of Fixed Assets and Inventory • Process analyses of Accounting, Raw material procurement & disbursement processes • Compliance of Indirect Taxation 	<ul style="list-style-type: none"> • Chinmaya Group, New Delhi • Unitech Pioneer Recreation Ltd. (Club) • Greenwoods Hospitality Pvt. Ltd. (Club) • Marigold Ventures Pvt. Ltd. • Clips India Pvt. Ltd. • Insta Restaurant Pvt. Ltd.
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ii. In the field of Taxation

- Preparing and filing of **Income tax returns** of the various corporates and non-corporate assesses;
- Preparation and Filing of TDS returns, Service Tax and VAT Return along with computation, working on Cen vat Credit;
- Preparation of documents for Income Tax Assessments for filing in the department

III. Professional Qualification:

Examination	Year of Passing	Performance
B.Com (Prog.)	2017	65%
CA - Final	2017	55%
CA - Intermediate	2014	51%
CA - CPT	2013	66%

IV. Educational Qualification:

Examination	Year of Passing	Percentage/CGPA	Institution
12 th	2013	89.8%	CBSE
10 th	2011	10 CGPA	CBSE

V. Achievements:

- Was in Top 5 during the entire school life.
- A National Level Basket ball player
- Scored 75 marks in Financial Reporting and 65 in Strategic Financial Management in CA Final
- District topper in English with 93 marks in class 12th

VI. System Proficiency

- Working experience in Microsoft word, Excel & Tally
- Successfully completed 100 Hours IIT Training Certification Course and 90 hours of AICITSS-Advanced IIT conducted by ICAI
- Successfully completed Orientation program, GMCS-1 and AICITSS-MCS course conducted by ICAI

VII. Personal Profile

- ❖ **Father's Name** : Mr. Surinder Arora
- ❖ **Date of Birth** : 02 November 1995
- ❖ **Linguistic Proficiency** : English, Hindi, Punjabi
- ❖ **Hobbies** : Listening to music, interacting with people, playing badminton