**Smita**

**Smita.337574@2freemail.com** **Career Objective:-**

Aspire to be part of a fast moving organization & seeking challenging opportunities with added responsibilities to add value to your organization and create avenues for professional and personal growth.

**Professional Qualification:-**

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| --- | --- | --- |
| **Level** | **Institute** | **Year** |
| CA P.E. II(Both Groups) | ICAI | Nov 2008 |

**Academic Qualification:-**

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| **Class** | **College/School, University/Board** | **Year** | **Percentage** |
| B. Com. | MumbaiUniversity | Mar 2007 | 66 % |
| H. S. C. | MaharashtraStateBoard | Mar 2004 | 73 % |
| S. S. C. | MaharashtraStateBoard | Mar 2002 | 55 % |

**Work Experience:-**

1. Senior Financial Accountant-HR-Admin in Steder Logistics Services LLC - Dubai,UAE (Member of Steder Group,NL) since September 2015.
2. Senior Executive in GI InfoTech Ltd. from January 2014 to October 2014.
3. Senior Financial Analyst cum Accountant in Muni & Associates from August 2012 to December 2013.
4. Article Assistant with M/s. Todarwal&Todarwal Chartered Accountants, from Feb 2009 till Feb 2012.

**Job Summary:-**

1. **Financial Analyst & Accounting:**

 Preparing and delivery Financial statements with implementation of IFRS.

* Monitoring and reviewing company spending.
* Providing financial information and recommendations.
* Control of merchandise spending.

 Maintaining Cash books, Cash Reconciliation, Cash flow statement, daily transaction summaries, weekly Cash report.

* Process credit card advances and process wire transfers.
* Sales activity analysis.
* Responsible for inventory and margin analysis and reporting.
* Posting Journal entries, Bank reconciliation statement, maintaining Accounts Receivable, Accounts Payable.
* Preparation of month & year end results.

 Maintaining books of purchases, sales and inventory accounts.

* Bill Booking, Payments & Receipts.
* Payroll, Aged Creditors & Aged Debtor reports and MIS report.
* Accounts receivable outstanding followup.
* Identifying and recommending to managers opportunities for cost reduction and revenue improvement.
* Supporting external auditors in their interim and year end programmes.
* Maintaining day to day books of accounts, MIS & other reports of UK clients.
1. **Taxation:**

 Handling Income Tax Scrutiny Assessment before the Assessing Officer and CIT (Appeals) of Income Tax for Individual and Corporate clients.

 Preparation & filing of ITR Forms for Individual and Corporate clients.

* Verification of TDS, Service Tax, VAT and other statutory compliances and payments.

 Preparation & filing of Service Tax Returns, VAT Returns and ETDS Returns of

Individual and Corporate clients.

1. **Statutory Audit, Internal Audit, Management Assurance & Other Assignments:**
* Finalization of audits; comparatives and ratio analysis.
* Drafting Audit Reports &amp; Compliance with the requirements of the Companies Act, 2013.
* Compliance with requirements of Accounting Standards & US GAAP.
* Vouching of various books like purchase book, Cash Book, Journal Book.
* Ledger scrutiny, Verification of BRS, loan/contractual payments.
* Preparation of Tax audit report and CARO, e-filing of annual return of companies.
* Limited review of the listed companies.
* Computation of total income &amp; tax liability of Individual, Partnership firm and Companies.
* Physical verification of inventory & its reconciliation, statutory compliance review.

 **Major Clients Handled:**

* + Elpro International Ltd.
	+ Stemcor India Pvt. Ltd.
	+ Clarity Gold Pvt. Ltd.
	+ Ulysses Systems India Pvt. Ltd.
	+ La Moda Fashion Pvt. Ltd.
	+ Mailing Lists (India) Pvt. Ltd.

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| **Sr. No.** | **Major Clients** | **Type of Audits** | **Assignments handled** |
| 1 | Welspun Maxsteel Ltd. | Internal Audit  | Physical verification of inventory & its reconciliation, Statutory compliances review. |
| 2 | Uttam Galva Steel Ltd. | Transaction Audit | Verification of rates at which various steel sheets sold with approved selling price.Procurement review including verification of quotations, Purchase requisitions, purchase orders.Verification of GRNs and Invoicing of goods with purchase orders.  |
| 3 | Reliance Transport & Travels Pvt. Ltd. | Internal Audit, Physical verification of Fixed Assets | Verification of Fixed assets and coding & tagging of assets with asset register. Review of asset impairment, accounting and capitalization of assets. |

1. **HR-Admin:**
* Visa processing ,renewal of visa.
* Training as per ISO requirement.
* Employees leave entitlement & update.
* Updating ISO document & other requirement.
* Vehical Renewal & Insurance process.

**Computer Proficiency:-**

 Well versed in accounting software:-

**SAP R/3, Softpak, Sage Online 50 Accounts, Peach tree, Navision, VT software & Tally.**

 Worked extensively with all modules of MS Office (Excel, Word & PowerPoint).

 Undertook 250 hours IT Training.

**Personal Profile:-**

 **Date of birth**: 19 October, 1986

 **Nationality:** Indian

 **Languages Known:** English, Hindi, Marathi, and Kannada

**Extracurricular Activities:-**

* Travelling, Photography, Swimming, Skating, playing Guitar.
* Participated in Elocution competitions & Debates.
* Reading Novels, Sketching & Painting.
* Dancing, Singing & listening to Music.