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| Mohini Khatri  (Chartered Accountant) | **E-mail:** [**mohinisehrawat@gmail.com**](mailto:mohinisehrawat@gmail.com)  **Contact No. 9873494804** |

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| **PROFILE SUMMARY** | * Rich experience in area of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements. * Preparation & filing various statutory returns. * Actively building and managing the relationships and interface with internal team and other deal advisory professionals * Preparing and analyzing quarterly, half-yearly and annual reports and accounts for periodical reporting. * Technical Skills: Tally, CompuTax, CompuTDS, Tax Audit, Genius,Finacle, GST, Microsoft Office. |
| **EXPERIENCE** | **CHARTERED ACCOUNTANT**  **Medeor Hospital Ltd., New Delhi**  **(18.10.22 TO PRESENT)**  Key Responsibilities & Work Performed:   * Preparation and filing of GSTR-1, GSTR-3B, GSTR-9 and other GST Returns. * Payment of PF, ESI, GST and TDS challans. * Preparation and filing of TDS return. * Preparation of data for various audits. * Revenue & Expense booking in Tally and its analysis. * Monitoring work performed by subordinate. * Vendor Reconciliation. * Salary Processing. * Preparation of age-wise accounts payables & receivables statements. * Monitoring the creation of financial statements including profit and loss, balance sheet, and accounts payable & receivable * Handled Statutory, Tax and Cost audit.   **CHARTERED ACCOUNTANT**  **S Talwar & Co.,Gurgaon**  **(01.10.2021 TO 17.10.22)**  Key Responsibilities & Work Performed:   * Performed statutory audits of several clients through verification of deduction, payment and return of TDS, GST, PF, ESI. * Verification of Goods and service tax return and liability. * Vouching of Purchase, Sale and Journal Vouchers. * Performed Tax audits of several clients. * Effectively managed audit engagement teams, performed timely review, and provided honest and constructive feedback. * Performed stock audit.   **CHARTERED ACCOUNTANT**  **Satkartar Shuttering Pvt. Ltd., Gurgaon**  **(01.09.2019 TO 30.09.21)**  Key Responsibilities & Work Performed:   * Prepared & E-filling of Income tax, TDS and GST returns. * Preparation of financial statements and annexures.   **PAID ASSISTANT**  **Surendra & Associates, Gurgaon.**  **(June 2015 TO August 2016)**  Key Responsibilities & Work Performed:   * Prepared & filed Income tax returns of Individual, Proprietorship Firm, partnership firm and company. * Prepared financial statements of Individual, Proprietorship, Partnership Firm and Companies. * Contributed to Statutory audit & Tax audit of various clients.   **ARTICLESHIP**  **BD Gupta & Associates, Gurgaon.**  Work Performed:   * Conducted Concurrent audit of ICICI Bank, Andhra Bank, State bank of Bikaner & Jaipur, Union Bank of India etc. * Reviewed of loans & advances disbursed during audit period. * NPA verification & provisioning. * Cash verification. * Verification of revenue leakage. * Checking compliance with applicable law like Banking Regulation Act. |
| **Professional Qualification** | The Institute of Chartered Accountants of India: -   |  |  |  | | --- | --- | --- | | Particulars | Year of Passing | Marks | | Final Group-II | May 2019 | 50.75% | | Final Group-I | May 2016 | 52% | | Inter Group-II | May 2012 | 58% | | Inter Group-I | May 2010 | 50% | |
| **Academic**  **Qualifications** | |  |  |  |  | | --- | --- | --- | --- | | Particulars | Year of Passing | Marks | Marks | | Senior Secondary | Board of School Education Haryana | 2007 | 74.20% | | Secondary | Board of School Education Haryana | 2005 | 59.67% | | B.com | SOL, University of Delhi | 2010 | 44.96% | | M.com | MDU University,Rohtak | 2022 |  | |
| Computer Qualification & Skills | * Successfully completed 100 hours of Information Technology Training in accordance with the requirements of “The Institute of Chartered Accountants of India”. * Completed General Management Communication Skill Course conducted by “The Institute of Chartered Accountants of India”. * Comfortable in working with various Windows based packages like MS Office and Accounting packages like Tally, SAP. * Familiar with Income Tax software and Banking Software like Genius, Finacle,Computax. |
| **experience** | 4 Years work experience as Chartered Accountant in accounting and related works including various tax calculations, returns filing, preparation of statements of accounts and audit related works. |
| **Achievements** | * Got appreciation from seniors and clients during Articleship training. * Got 73% marks in Strategic Financial Management and 62% in Advance Management Accounting paper of CA Final. |
| **strengths** | * Strong work ethic and determination to succeed * Curiosity and eagerness to learn new things. * Punctuality and good time-management skills. |
| **Personal Details** | * Date of Birth 25 December 1989 * Nationality Indian * Language Proficiency English, Hindi |

(CA Mohini Khatri)