

RubiChaudhary

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Work Profile:

Some of my major assignments during current employment MBC Corporate Advisory Private Ltd. from the 10th August 2021

As an Assistant manager currently handling Japanese subsidiary company in India (Sake Riken Polyplastic India Pvt.Ltd ,Motherhouse India Pvt Ltd. and ISE Suzuki Egg India Pvt Ltd etc. in respect of following compliances-

- Accounting review of all transaction monthly basis and MIS prepetition and review on monthly basis.
- Payroll review and ESI and PF filing, preparation of tax computation of Expat and Indian employee
- Review and filing of Monthly and quarterly compliances of direct tax and indirect tax like GST return filing TDS return filing and Advance tax calculation
- Preparation of remittance document for payment of royalty and technical fee of Japanese holding company
- Handling day to day transaction and coordination and reply of mails with client for any issue.
- Preparation of financial as per income tax law and finalization of books of account.
- Filing of corporate tax return ,Expat tax return ,Tax Audit ,form 49C and form 10DA and other relevant form to per filed as per Law
- Preparation and filing of form 15CA/CB for remittance of fund outside India.
- Reply of the income tax Notice, SFT Notice and GST notice.
- Preparation of NOC document for Expat

Some of assignments during past employment under Atul Kapur & Associates (CA Firm) as Assistant Manager from March 2017 till 10th August 2021

- E-Filing of Return of individual, HUF, proprietorship firm, partnership firm, Trust &Company.
- E-Filing of TDS & GST Return of Various organizations during employment.
- Internal and Statuary Audit of Various Organizations like Klasic Klarol Filter Pvt. Ltd.
- Finalization of Accounts of various organizations.
- Tax Audit of various Business Organization like Flat World Group, New Airways Travel Pvt. Ltd
- Compliance with requirements of revised Schedule II and Schedule III of Company Act, 2013.

- Compliance with applicable Auditing and Accounting Standards.
- Preparation of Tax Audit report (3CD and 3CB) as per new reporting requirements.
- Vouching & verification of Transactions, Asset and liabilities
- Preparation of financial statement (Balance Sheet and P&L A/C).
- Tax calculation, Projections and planning.
- Preparation of Audit Plan and ensure completion of the same with in time.
- Preparation of Bank, Stock Reconciliation Statement, Projected Balance Sheet & CMA Report
- Physical stock taking and verification.
- Filing of Statutory compliance and reply of legal Notice of Income Tax, VAT, GST.
- Scrutiny of ledger for finalisation of Accounts
- Preparation of Quarterly or monthly Profit and Loss Accounts and Balance Sheet.
- Financial Planning, Preparation of forecasts, budgeting.
- In CA firm I handled almost 15 client of corporate sector direct and indirect taxation work. Some of company list of as following:

- M/s Vana Cosmeceutical Private Limited
- M/s Klassic klarol filters Private Limited
- M/s William E Connor & Associates Private Limited
- M/s Appaluse Design Private Limited
- M/s Better Cotton Initiative Private Ltd.

Technical Skills:

Working experience on:

- Compu-Tax
- tally 7.2, ERP 9,
- ERP System, SAP, Internet

- Good knowledge of Ms Office (MS Word, Advance excel, PowerPoint etc)

Article ship Training:

Completed 3.5 year article ship training under:

Firm Name: M/S Dileep Kumar Gupta & Co. (CA Firm)

Provided by :Dileep kumar Gupta

Training and Certification:

Account Training:

- Completed 4 month training on accounts & taxation from Accounts.com provided by the FCA Rajeev goyal

Others:

- Completed GMCS training of 15 days conducted by ICAI
- Completed 100 Hrs information technology training conducted by ICAI
- Completed Computer training on understanding information technology at APTECH Computer centre education Agra conducted by ICSI
- Completed 3 month computer training on MS office from Aligarh Muslim University

Achievements:

23rd Rank all over India in chartered accountants professional competence examination (PCC) and secured 76 % marks in cost accounting.

Professional Qualification:

Institute of Chartered Accountants of India			
Name of examination	Year of Passing	% Marks	Remarks
CA- FINAL	MAY-2016	51.25	Pass
CA- PCC	NOV2011	60.00	Pass
CA-CPT	FEB-2008	53.00	Pass

Institute of company Secretaries of India			
Name of examination	Year of Passing	% Marks	Remarks
Executive Programme	DEC- 2012	56.67	Pass
Professional Programme	1 ST -Group DEC-2015	53.50	Pass

Date:

Place: New Delhi

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