

CA KARTIK SHARMA

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Self-Motivated, Goal-Oriented and responsible professional. Seeking a platform to exercise my skills and knowledge more efficiently and to learn something new.

Experience

- I. SPADE CONSULTING (Dec, 2023 - Feb, 2024)** **Assistant Manager – Finance & Accounts**
 - Supervising a team of 2-3 executives to ensure the seamless execution of monthly book closure for overseas clients
 - Developing financial statements and managing statutory records with a focus on accuracy and compliance.
 - Preparation of payroll report along with calculation of CPF and other funds.
 - Ensuring timely completion of general accounting & book keeping on tools such as Xero, Quick book, Tally ERP etc.
 - Filling of IR8A and AIS (Auto Inclusion Scheme) for whole portfolio of clients.
 - Proficient in TDS filing, ensuring accurate and timely compliance with tax regulations to optimize financial processes.

- II. KOMAX AUTOMATION INDIA PVT. LTD. (July, 2022 – Sep 2023)** **Senior Executive - Finance**
 - Recording of import purchase transaction along with calculation of freight charges, clearing charges & landed costs.
 - Responsible for filling of TDS returns such as form 24q, 26q, 27eq etc.
 - Reconciliation of form 26AS with books of accounts along with confirmation of balances from parties.
 - Responsible for daily accounting including e- invoicing, traveling expense of employees, imprest accounts handling till settlement stage.
 - Assisting in GST calculations and preparing/filing periodic returns, alongside conducting GST reconciliation for Input Tax Credit (ITC) across both books and portals.
 - Perform detailed bank reconciliation to ensure accuracy and integrity of financial records
 - Assisting statutory auditors (PWC) in conduct of audit by providing various schedules such as debtors, creditors ageing, sample sheets and other documents and information as and when required.

- III. ADB & Associates (Dec, 2016 - Mar, 2020)** **Article Assistant**
 - Engaged in various aspects of Planning, Execution and Completion of Audit and examined internal controls and effectiveness and efficiency of operations.
 - Ensured compliance under the Income Tax Act, GST and Other Acts applicable to the entity and drafted and finalized Auditor's Report as per Companies Auditor's Report Order (CARO).
 - Lead the internal audit of vaccine manufacturing client along with other article till finalization stage.

- Prepared financial statements as per Schedule-III and Depreciation Chart as per Schedule-II of the Companies Act, conducted review and analysis of financial statements.

Qualification

- **Institute of Chartered Accountants of India (ICAI)** (2014-2023)
 - Chartered Accountancy – May 2023
- **Bachelors of Commerce (H)** (2014-2018)
 - University of Delhi
- **Schooling (CBSE)**
 - XIIth in 2014
 - Xth in 2012

SKILLS

- Strong analytical, problem solving and organizational ability.
- Exceptional team- management skills with ability to motivate, direct and coach colleagues.
- Able to manage multiple projects and ensure timely completion.
- Proficient knowledge of MS Excel, MS Access, Quick Book, Xero, Busy, Tally, Computex .