

# Roshni Kumari Rawat

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## Accounts & Finance -Executive

### *Unparalleled Results in Growing Corporate Finance Services & Taxation Operations*

Analytical, Detail-oriented, efficient and highly organized professional with over 6 years of fast track experience in the entire finance function encompassing corporate finance, financial reporting, month end closing, Bookkeeping, assist in tax compliance, Assist in tax auditing and Internal control for MNCs and turnaround organizations.




## SELECTED BENCHMARK PERFORMANCES

- Experience in General ledger, Bookkeeping, Record to report process.
- Individual handling end to end implementation of the AP & AR process considering GST.
- Experience in fixed assets Management, month & year end activities for book closure, Reconciliation.
- Established groundwork for setting up finance and tax functions like GST, TDS, Income Tax.
- Resourceful in the completion of projects, with little or minimal supervision.
- Coordinate with fellow teammate on setting inspirational goals, metrics and to ensure achieving the goals.
- Excellent communication & interpersonal skills with strong analytical, team building, problem-solving and organizational capabilities.

## SKILLS

**General ledger ~ Record to Report ~ AP/AR ~ Corporate Finance ~ Taxation (GST, TDS, Income Tax) ~ Tax invoice Preparation ~ Internal Control and Audits ~ Reconciliation ~ Budgeting ~ Forecasting ~ Management Reporting ~ US GAAP/IND AS**

## IT SKILLS

-  SAP S4 HANA FICO from Henry Harvin Education
-  MS Office (PowerPoint, Word, Advance Excel)
-  Tally-ERP Prime

## EXECUTIVE CAREER SYNOPSIS & HIGHLIGHTS

### **LG HAUSYS India Private Limited, Gurugram | Feb'17-Present**

*Interior & Decorative material*

### **Accounts & Finance Executive**

About the Company, **LG Hausys India Pvt. Ltd**, headquartered in South Korea, under the LG Group (sister company of **LG Electronics**). They have their international presence in U.S.A, China, Russia, and Dubai etc. LG Hausys are the manufacturer and supplier of **UPVC window and UPVC door, Flooring & Wallpaper, acrylic solid surface, films and automotive material and Vinyl Coated Material**. LG Hausys is one of the India top green growth leaders as it creates eco-friendly, energy-saving, and customer-friendly products and services.

### **Role: -**

An Accounts & Finance executive task to Revitalize SOPs and processes, ERPs to improve internal controls, audits and financial & accounting functions, financial reporting following IGAAP/IND AS.

- Performing the Monthly Closing Financial activities as per IND AS & GAAP including booking and analyzing the impact of Journal entries.
- Work with external auditors to ensure correctly and timely closing the financial reporting at year-end.
- Prepare monthly balance sheet, P&L accounts.
- Anchoring functions with respect to:
  - Budget Planning
  - Variance Analysis
  - Reconciliation
  - Accounts Payables

- Checking & make entry of purchase bills according to purchase orders and raising relevant debit notes, vendor reconciliation.
- Handling TDS, GST (Goods & Service Tax), Income tax Creditor's Accounts, Fixed Assets Register (FAR) and; preparing and computing taxes & reconciling of TDS return along with issuance of Form 16A/Form 16.
- Managing the entire functions of taxation such as calculation & deposited of monthly tax, preparing & submission of GSTR-1, GSTR-3B and monthly input tax credit reconciliation with GSTR-2B.
- Prepare daily purchase & sales tax e-invoice with e-way bill.
- Delivering timely & accurate financial reporting (MIS's) to senior management and discipline heads, turning financial data into improved management analysis
- Supervising the order processing & credit clearance as per company's policy and scrutinizing the vouchers of the vendor before making the payment.
- Handling Pre & Post shipment documentation related to customs. To follow terms & conditions of L/C to prepare Post shipment documents.
- Generating reports for the Senior Management; ensuring periodical reconciliation of various accounts & timely passing of reconciliation entries.
- Managing payroll processing function involving computation of salary, employee full & final settlement, fixed & variable entitlements, reconciliations foreign remittance, and coordinate with consultant for filing of PF.
- Preparing Form 15CA for foreign remittance & coordinate with CA.

## PREVIOUS ASSIGNMENTS

**Account Assistant | Span Floors Pvt. Ltd, Delhi**  
**Accountant | Accuster Technologies Pvt. Ltd, Delhi**

**July 2016-Jan 2017**  
**Oct 2015-April 2016**

- Preparation of daily Journal voucher for all expenses, reimbursement with verifying all supporting documents.
- Debtors & creditor balance reconciliation according to age-wise analysis of debtors and other financial reports to keep track of financial performance.
- Tracking & maintaining day to day account of employee expenses, journal ledger.
- Preparing Schedules of prepaid expenses and accruals.
- Review the stock on a daily basis.
- Liaisons with bank & payment processors on day to day operational issue and accounting matters.
- Dealing with supplier enquiries, keeping customer accounts.
- Calculation, Deposit & Filling of TDS Return along with TDS Form 16.
- Prepare VAT return
- E-Filing of Income Tax returns, service tax return.

## EDUCATION & PROFESSIONAL DEVELOPMENT

- M.com (International Business Operation) from IGNOU-2017
- Articleship under CA (D Chauhan & co.) -2015
- Certificate in Accounting Technicians from ICMAI, New Delhi-2015
- B.Com. from University of Delhi, New Delhi in 2014
- 12th from Kendriya vidyalaya (CBSE), New Delhi in 2011
- 10th from Kendriya vidyalaya (CBSE), New Delhi in 2009



## PERSONAL DETAILS

Date of Birth : 01/01/1994  
 Permanent Address : Rz-63/1, Sainik Enclave part-2, Najafgarh, New Delhi-110072  
 Languages Known : English, Hindi  
 Hobbies : Reading Books & listening music