

RESUME

SAKSHI ARORA

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CAREER OBJECTIVE

I want to work with an organization where I can enhance my knowledge, experience of work and roles and responsibilities which are assigned to me and I will perform with full efforts, efficiency, creativity and give my best to accomplish the given task.

HIGHLIGHTS

- In current company **Hitachi Rail GTS India Pvt Ltd** (earlier known as RAF-CS India Pvt Ltd) I work as an Accounts Officer under contract of Teamlease. The highlights of work which I perform i.e. managing intercompany accounts, monthly magnitude reporting, Banking, Domestic and Foreign Vendor Management, Cost analysis, etc.
- Previously work as Accounts & finance team head in Seatrans Agencies Private Limited and Sudrives Private Limited. Freight & Forwarding Company always give you an opportunity to link the Host country and other countries. Learn about international taxation, customs clearance, duties etc. In startups we always come up with new opportunities and learning. In the initial stage of the company, looks into the compliances like registration in different laws, exemptions or deductions benefits in income tax, gst compliance, making agreements with supplier and customers etc.
- Experience in different areas during the articleship training of Statutory Audits of established corporate in the field of Banking, Books & Publishing, Hospitality, Manufacturing Industry, and exposure to taxation matters in domestic taxation.
- Worked in BPCL as an industrial trainee in the retail finance division.
- Working knowledge of different software -Tally ERP, Zoho, MS Office, Power BI, SAP, ARISE,BUSY, HRM, CRM, Canva, etc.

EDUCATION QUALIFICATION

| COURSES | INSTITUTION/BOARD | MARKS |
|------------------|-------------------------------------------------|---------|
| CBSE-10TH | CBSE | 9.0 CGP |
| CBSE-12TH | CBSE | 86.2% |
| CPT | THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA | 55% |
| IPPC- GROUP-1 | THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA | 50% |
| IPCC- GROUP-2 | THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA | 51% |
| B.COM (HNS) | DELHI UNIVERSITY (SOL) | 61% |
| CA FINAL GROUP-2 | THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA | 55% |

KEY RESPONSIBILITIES HANDLED

1) Hitachi Rail GTS India Pvt Ltd (earlier known as RAF-CS India Pvt Ltd)

- Managing and maintaining accounts between intercompany to ensure all intercompany transactions are accurately recorded and monthly reconciliation ensures that the balances between the entities are aligned, and discrepancies are resolved.
- Monthly Magnitude Reporting of the Financials and Cash flow Statements.
- **Banking-** Handling both domestic and international payments, including compliance with regulatory forms such as Form A2 and Form A1. Managing payments through Zoho (a business software platform) and overseeing credit card usage and reconciliations.
- Third Party Agreement, MSME Data, PO and PR tracker for costing, Vendor Management
- Performing cost analysis by breaking down costs into work packages related to specific projects and comparing the actual expenses with the estimated cost and preparing the half yearly budget to identify the variances.
- Ensuring compliances of TDS and GST regulations. This includes a timely and accurate deduction, filing returns, and remittance of taxes.

2) Seatrans Agencies Private Limited (Industry- Freight & Forwarding)- Parent Co.

- Related Party transactions with the company also their closing balances check, periodic payment according to terms read with agreement.
- Taxation Compliance – Local as well as international taxation and monthly, quarterly and yearly returns
- Monthly o/s of receivable (Debtors) and follow up for recovery.
- Foreign remittance and monthly bank & cash closing with books.
- Quarterly, Half yearly and yearly closing of books of accounts.

3) Sudrives Private Limited (Industry- Cab Services)- Startup Project of Seatrans Agencies Pvt Ltd

- Compliance of direct & indirect tax laws
- Exemption & deductions related to business in different laws.
- Handling Payment & receipts from driver & customer, reconciliation every day for the matching ledger balances.
- MIS on monthly basis to check the financial impact of the operations into business.
- International taxation handling read with DTAA their tds, equalisation levy, Permanent Certificate etc. and their related compliance for deduction and timely deposit the amount.

4) Industrial Training- Bharat Petroleum Corporation Limited (Department- Retail Finance Division)

- COCO project
- Related Party Transactions.
- Bank Reconciliation
- Related Party Transactions
- MIS COCO
- Taxation

5) **ARTICLESHIP TRAINING – SPMG & CO.**

a) **Banking sector**

- **Punjab National Bank -Quarterly** Review & Central Statutory Audit. Experience in handling Loans & Advances of Borrowers, LFAR, Tax Audit Report etc. of Top 20 branches and divisions of PNB.
- Central Bank of India

b) **Taxation**

- **Income tax**
 - Preparation of Computation of Income & Income Tax Returns for various kinds of assesses, projecting tax liability and calculation of advance tax payable.
 - TDS returns and compliances.
 - Tax Audit of Private Companies, Individuals & Firms.
 - Goods & Services Tax & their returns.

PERSONAL DETAILS

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|----------------|---|---------------------------------------------|
| Name | : | Sakshi Arora |
| Date of Birth | : | 24 th August 1996 |
| Nationality | : | Indian |
| Language Known | : | English & Hindi |
| Hobbies | : | Singing Song, Cooking, Art & Crafts, Sports |
| Location | : | Noida |