



AMITI GUPTA

CHARTERED ACCOUNTANT



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Delhi-NCR



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EDUCATION

Chartered Accountant

Institute of Chartered Accountants of India (ICAI),
Nov 2018

Bachelor of Commerce

Delhi University (India),
2015

High School

DAV Public School - CBSE
Board (India),
2012

CORE STRENGTHS

- Enthusiastic Team player and self motivated attitude
- High adaptability and detail-oriented
- Excellent Communication skills

PROFESSIONAL SUMMARY

A Chartered Accountant with four years of industry experience in General Ledger close and Financial reporting & IFRS compliances with vast industries experience from advertising cum tech giant to a law firm and financial bank.

SKILLS

- Conversant with MS-Office. (Proficient in Advanced Excel)
- Management Accounting, Financial reconciliations & audit-support, IFRS compliances.
- Expert Hands-on various software like Oracle ERP & Fusion cloud ERP, Oracle HFM, Oracle FA Module, QuickBooks, MYOB, Xero etc
- Currently upskilling on Power BI dashboard and query.

WORK HISTORY

Macquarie Group

(Nov2022-Mar2023)

Gurugram, India (as an Executive)

- Performed various activities pertaining to the month end close which includes computing monthly accruals, true ups, prepayments and posting other manual journal entries for share based payments accounting (IFRS 2) in Fusion ERP.
- Monthly analysis of BS and PL position- ensuring correct position and working on the commentaries for periodic movements including variance analysis.
- Coordinated with various stakeholders regarding their queries on the internally circulated reports and numbers.
- Prepared monthly and quarterly submissions for auditors as well as for tax reporting purposes.

Clifford Chance LLP

(Jan2021-Oct2022)

Gurugram, India (as an Assistant Team Lead)

- Performed financial operational reconciliations relating to Balance Sheet reconciliations, Income Statement, Inter-company transactions and cash flows along with relevant back-up supports to ensure timely follow up on the reconciling items.
- Handled end-to-end GL close activities for European offices to properly reflect balance sheet and income statement position at month-end.
- Identified potential risks within processes and systems and suggested strategies to mitigate them to improve overall operational efficiency.

- Analytical thinking capability and initiative taker

- Ensured effective application of Oracle FA module in ERP for monthly functions & FA reconciliations and also collaborated with different teams to enhance the controls for user level inputs and reviews.
- Collecting, analyzing, and interpreting financial data to identify discrepancies, trends, and areas of risk.
- Reconciliations of Sub-Ledger vs General-Ledger items.
- Worked with the Global stakeholders to standardize and improvise the BAU activities and Oracle product, ensuring utmost level of controls and value add support in managing the activities.
- Staying updated with the latest auditing standards, tools, and industry practices to improve audit processes and outcomes.
- Reviewing trial balances on weekly basis and taking corrective actions in terms of accounting errors/classification errors.
- Complying with necessary financial accounting procedures and IFRS15 to recognize the revenue, deferred revenue and accruals timely.
- Developed an extensive knowledge of Oracle ERP, Oracle HFM and Fusion Cloud ERP products through active self-learning and upskilling on the go.

Publicis Sapient

(May2019-Dec2020)

Gurugram, India (as a Finance associate)

- Handled monthly management reporting activities to properly reflect the Balance sheet, P&L and Equity, based on the HFM reporting criteria and performed post close reconciliations like Balance Sheet reconciliations, Inter-company reconciliations amongst others.
- Collaborated with cross-functional teams to streamline audit process.
- Prepared the monthly data packs for HFM load and publishing the same post reconciliations for end user review and needs.
- Monitored and assessed the effectiveness of corrective actions taken in response to audit findings, ensuring continuous improvement.
- Assisted the auditors like preparing the first cut financials and schedules to financials as per local GAAPs and coordinating with the auditors for managing their requirements and open queries.
- Assisted the team by taking on additional tasks as and when needed like for year-end compliances, payroll reporting and other such reporting requirements.
- Ensured all MEC activities and reconciliations are completed on time with accuracy applying strong business knowledge and IFRS guidelines like IFRS 16.