

YUKTA KHATI

SENIOR AUDITOR / ACCOUNTANT

Personal Info

Date of Birth - 02nd November 1989

Phone No. +91-9999965383

E-mail - yuktakhati1989@gmail.com

Key Skills

Finance & Accounts/ General Ledger

Book Keeping/Finalization of Accounts

MIS/Management Reporting

Accounts Payable/Receivable

Payroll Management/ Calculations

Credit Control/ Collections

Statutory Compliances (GST/TDS)

New System Implementation

Budgeting/Forecasting Analysis

Stock Records and Audit

Team Management

Duty Drawback Reconciliation

Internal and Statutory Audit

Income Tax & ROC Compliances

Accounting Standards & IFRS

Financial Planning & Banking Operations

Revenue & Cost Center Management

Soft Skills

Decision - Maker

Problem - Solver

Team Building & Leadership

Hlook-up/Vlook-up/Pivot table

Communicator

MS Office

Tally ERP 9

An achievement has driven professional offering over 12 years of Experience in managing the entire Finance and Accounts Functions. Gained widespread knowledge of account both in Corporate and project level with little knowledge of Accounting Standards and INDS. To obtain a good position in future and to work in a challenging environment that will foster my growth as a professional as I develop my skills and widen the scope of my knowledge. My goal is to increase work process efficiency and profitability through functional and technical analysis. Efficient to adopt and implement the management of accounting system and procedure.

Executive Profile

Remarkable talent for the compilation, verification, analysis, interpretation, and dissemination of crucial financial data – whether actual, foreseen, or budgeted.

Good experience in the concept of accounting standards and policies

Highly competent in tasks such as statutory reporting and tax related duties

Proven ability and proficiency in implementing, analyzing, and managing new accounting procedures and systems; adept at systems integration and staff training

Exceptionally equipped and knowledgeable in the preparation of annual budget and forecasting

Proficient in process cash handling through petty cash, ensuring accuracy and correct accounting; performing reconciliations on the Payables & receivables accounts; obtaining further information to clarify and resolving variances/ discrepancies

Expertise in Checking and evaluating all day to day books and Accounts

Well knowledge of Sales and Purchase bills as per GST rules and procedures regularly updated with all the GST updates and amendments on regular basis

Managing timely & accurate processing of bills and detection of billing discrepancies to ensure

zero level system errors

Successful Implementation, analysis and management of new accounting systems and procedures, including system integration and staff training

Adopts an effective proactive and flexible leadership style, which is useful in meeting strict deadlines under extreme pressure

Presented to senior leadership monthly results with focused emphasis on key performance variance drivers.

Managed a team of accountants and finance colleagues

Communicate effectively to build relationship both internally and externally, develop strategic partnership and provide advice at all level of management.

Proactive leadership style to meet deadline and maintain a team under pressure

Determining specific, measurable, attainable, realistic, and time-measured financial objectives

Coordinate with all internal and external accounting audit reviews - audit findings or adjustments recorded

Performed Strategic Financial Analysis that led to decision

Lead the modeling, planning and execution of all financial processes

Well versed with providing all the reports and submission of data and reports to banks and all the other Financial Institutions



Education & Certifications

- **B.Com Pass** (Delhi University in 2012)
- **PGDM - Finance** (IMT Ghaziabad in 2017)
- **CMA - INTER** (ICWAI in 2017)



Career Timeline

ARTICLE	SENIOR ACCOUNTANT	SENIOR AUDITOR	SENIOR AUDITOR AND INCHARGE	ACCCOUNT ASSISTANT	ACCOUNTS MANAGER
<ul style="list-style-type: none">• NAYAK SALUJA AND ASSOCIATES• FROM JULY 2008 TO JANUARY 2012	<ul style="list-style-type: none">• WORLD CONSULTING AND RESEARCH CORPORATION PRIVATE LIMITED• WCR MEDIA PRIVATE LIMITED• ELSOL ENTERTAINMENT• WCRC INTERNATIONAL PRIVATE LIMITED• KVG MEDIA PRIVATE LIMITED• FROM JANUARY 2012 TO APRIL 2017	<ul style="list-style-type: none">• KAEZIEN NISSAN AUTO (YOUWE AND CARS)• FROM MAY 2017 TO JUNE 2017	<ul style="list-style-type: none">• NAYAK SALUJA AND ASSOCIATES• FORM JULY 2017 TO FEBRUARY 2022	<ul style="list-style-type: none">• CULTINO AGROTECH PRIVATE LIMITED (KRISHI NETWORK)• FROM FEBRUARY 2022 TO JULY 2022	<ul style="list-style-type: none">• TRUSTMORE TECHNOLOGIES PRIVATE LIMITED• FROM 01.05.2023 TO 09.08.2024

IT SKILLS

- Accounting Software: Tally ERP & Tally ERP 9, and Tally 7.2,
- Sound knowledge of Microsoft Word, Excel, Power Point Presentation,
- GST Returns & GST Reconciliation of ITC Credit
- Income Tax Returns
- TDS Returns
- GST Annual Returns
- PF Returns

OTHER INFORMATION

- Marital status: Married
- Nationality: Indian
- Current Residential Address: 101 Aravali, Omaxe Hills 1, Greenfield, Faridabad, Haryana - 122010
- Permanent Address: A-2563, Backside, Ground floor, Greenfield Colony, Faridabad - 121010
- Languages Known: English, Hindi, Punjabi,