

## Uma Shankar

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Location Preference- New Delhi /NCR, Kolkata, Patna, Bangalore, Mumbai, Himalchal Pradesh

### CAREER OBJECTIVE

- Seeking Career in Accounts, Finance, Taxation & Auditing with an Organization of High Repute
- To work in a competitive work environment allowing me to enhance my communication, analytical and problem-solving skills for the achievement of organizational objectives as well as for self-development.

### SYNOPSIS

- Chartered Accountancy (Final Group-I) From The Institute Of Chartered Accountants Of India (ICAI)
- Chartered Accountancy (Intermediate) From The Institute Of Chartered Accountants Of India (ICAI)
- MBA (Finance) From, Swami Vivekanand Subharti University, Meerut, Uttar Pradesh
- Conversant with knowledge of Module like Financial Management, Financial Reporting, Accounting Standards, Corporate Laws, Corporate Governance, Standards on Auditing

### EDUCATIONAL AND ACADEMIC ACHIEVEMENTS

Qualification/Examination	Year	Board/Institution	Percentage
<b>Professional Qualification</b>			
Chartered Accountancy (Final Group-I)	Nov-19	ICAI	50.00 %
MBA (Finance & Production)	May-19	Subharti University	62.04 %
Chartered Accountancy Inter	Nov-11	ICAI	57.85 %
<b>Academic Qualification</b>			
B.Com (A&F)	2012	DELHI UNIVERSITY	52.00%
XII Std.	2008	CBSE, DELHI	51.00%
X Std.	2006	CBSE, DELHI	50.69%

### WORK EXPERIENCE

Senior Accountant	Proficient Medicare Pvt Ltd, Kolkata	June 2009 – Dec 2011
Article ship Trainee	Arvind Arpan & Associates (Chartered Accountants), Kolkata	March 2012 - Feb 2015
Senior Executive (A&F)	AMRI Hospitals Ltd ,(JV of Emami & Sarachi Group), Kolkata	Dec'2015- Feb 2017
Assistant Manager (A&F)	Planman HR Pvt Ltd (Third Party Payroll), New Delhi	May,2017 – July 2019
Financial Consultant	Kautilya Real Estate Fund, New Delhi	July 2019, January 2020
Assistant Manager	Agson Global Pvt Ltd, New Delhi	January,2020 To till Date

### **Skill Profile**

- Working as Financial Consultant
- Preparing, finalizing and presenting MIS reports.
- Preparation of financial reporting, Accounting
- Preparation of GST, Income Tax return and TDS returns
- Fulfilling the responsibility of managing and developing teams as delegated by the Management.
- A keen analyst involved in Fund Analysis and Internal Audit,
- Ability to effectively manage time to deliver assignments within timeline.

### **Work Highlights**

- Heading Direct & Indirect Tax, TDS Returns & compliance, GST Compliance, Advance Tax calculation,
- Analysis of financial Statements, Debenture trust deed, boards reports and compliance report of various real estate company while granting funding and subscribing debentures
- Filing form 15CA/CB, FormA2 while making the payments to non- resident and foreign company
- Calculation of Foreign exchange fluctuation Gain /loss
- -Experience in persuading customers for paying their past due amounts.
- Expertise in suggesting the alternative solution for paying their debt.
- Negotiating with the debtors to expedite the recovery process.
- Preparing financial statements on monthly Bases and
- Preparing GST E-Invoicing on Daily Bases
- Locating and notifying the customers by phone or mail.
- Prepare GSTR-1, GSTR-3B & GSTR-2A reconciliation statements on monthly bases.
- Finalization of Financials statements for Statutory Audit, Computation of Income Tax.
- Manage Vendors payment, Tax Payment, Salary processing and cash flow of the Company
- Reconciliation of accounts receivable and Trade payable ledgers accounts on monthly Bases.
- Preparing Form 3CD Tax Audit report.
- Reconciliation of 26AS with trade receivables on quarterly bases.
- Preparing Bank reconciliation Statement on weekly Bases.
- Reporting MIS in on monthly basis.
- Working on Service Tax Reverse Charges Mechanism.
- Reporting of Branch reconciliation statements to Head office in on monthly basis.
- Part of a team in Audit of various Infrastructure development sites. Areas covered included review of agreements with client and sub-contractors, site operations, fund management, statutory compliances and evaluation of profitability of contracts on various grounds like nature and scope of work, payment terms, penalty and reward clause, safety clause, security or money retention cause, rejection clause etc

- Worked as team member for providing internal audit services to leading manufacturers and trading concerns. The assignments involved review of Plant/Branch Operations, Production, Inventory Management, Revenue & Receivables, Accounts & Finance, Logistics, Human Resource and Statutory Compliances.

#### **EXTRA – ACADEMIC/ EXTRA - CURRICULAR ACTIVITIES/ SKILLS**

Computer Proficiency	- Knowledge and experience of working in MS Excel, Vlookup, Pivot table, if function etc, MS Word and knowledge of financial package like Tally, JD Edwards (Oracle), iSOFT billing software etc.  - Completed 100 hours of compulsory computer training under ICAI.
Performing Arts	Has taken active participation in various cultural & Sports Competition.
Hobbies	Cricket, Travelling, Reading Spiritual Books

#### **OTHER PERSONAL INFORMATION**

<b>Date of birth:</b>	12 <sup>th</sup> July 1991	<b>Nationality:</b>	Indian
<b>Hometown:</b>	Ara (Bhojpur), Bihar	<b>Language:</b>	English, Hindi & Bengali
<b>Father's Name:</b>	Surender Prasad Singh	<b>Passport:</b>	S1431510