

AISHWARYA SUNDAR

59B Kankulia Road, Kolkata - 700029, West Bengal, India
aishwaryasundar92@gmail.com | (+91)9836138060| Female



OBJECTIVE

I aim to associate myself with an organization where I can actively contribute to the organizational goals while adding value to both myself as well as the organization.

I also look forward to the chance to tackle challenges in a team and take positive steps forward.

PROFESSIONAL QUALIFICATION

<u>Term</u>	<u>Course / Level</u>	<u>Institution</u>	<u>Percentage</u>
May – Nov 2011	CA IPCE	Institute of Chartered Accountants of India	52.75%
May 2010	CA CPT	Institute of Chartered Accountants of India	68%

Pursuing **Certified Professional Accountant (CPA)** Course which is the equivalent of the Chartered Accountancy Course for the United States of America (USA) from 2020.

ACADEMIC QUALIFICATION

<u>Qualification</u>	<u>Year</u>	<u>School / Institute / University</u>	<u>Percentage</u>
B.COM (H)	2013	Sivanath Sastri College, University of Calcutta	63.50%
Class XII	2010	Ashok Hall Girls' Higher Secondary School, CBSE Board	92.5% (Best of 4 subjects)
Class X	2008	Ashok Hall Girls' Higher Secondary School, CBSE Board	87.6%

PROFESSIONAL EXPERIENCE

Dhandhanias & Associates, Partnership Concern

Chartered Accountant Firm| 3, British India Street, Kolkata-700 069

Job Title: Audit Assistant, October 2011 to October 2014

Roles and Responsibilities:

- Preparation and finalization of accounts for various companies, firms and individuals.
- Handled the full Internal Audit functions for all entities assigned to me.
- Preparation and filing of Tax Returns for companies, firms and individuals.
- Preparation and filing of Service Tax Returns, VAT Returns and TDS Returns.
- Analysis and Audit of Marketing and Sales for Management benefit.
- Verification of stock and reconciliation of stock used.
- Quarterly and Limited Review for companies.
- Assistance in filing various forms and documents with the Registrar of Companies.
- Conducting several audits on Cash, Stock, Sales, Purchases, Fixed Assets, etc. for Management scrutiny.
- Conducting regular Internal Audits for head offices and factories.
- Miscellaneous Accounting and Audit related work like preparing minutes of meetings, reconciling bank and cash balances, verifying and reconciling debtors and creditors, etc.
- Assisting in Scrutiny Assessment cases.
- Management Assurance Services.
- Due Diligence for acquiring major stake in companies.

Pricewaterhouse Coopers Service Delivery Centre Kolkata Pvt. Ltd.

Salt Lake, Sector- V, Kolkata

Job Title: Associate, Risk Assurance, July 2016 to January 2017

Roles and Responsibilities:

Controls Assurance

- Experience in Information Technology General Controls Testing
- Experience in Manual Controls Testing
- Preparation of Flowcharts from Process Narratives and discussions
- SOX Testing

Data Assurance

- Experience with US HALO and Global HALO assignments for Journal Entry testing using Audit Command Language (ACL) tool

Utkarsh Galva Limited, Eximpo Tea Limited (Tea Company) and Other Group Companies

Sir RNM House, 3-B, Lal Bazar Street, 2nd Floor, Kolkata-700 001

Job Title: Senior Executive, Finance and Accounts; January 2018 onwards

Roles and Responsibilities:

- Handling the entirety of the Purchase Function for the Tea Estate as well as the Steel and Warehousing Companies of the Organizational Group – includes analyzing Indents, obtaining and negotiating Quotations, finalizing Orders and subsequent tracking of despatches and receipts of ordered goods.
- Handling the Finance Function for the organizational group – includes preparation of various Bank Loan papers and CMA reports, coordinating with bank officials and acting as a liaison with public and private finance providers for extension and management of lines of credit and loans.
- Handling the Accounting Function for the organizational group – includes complete preparation and audit of the books of group companies and individuals and filing of income tax returns, also includes preparation of Board Resolutions, Minutes of Meetings and other secretarial compliance data and compiling data for all ROC returns. Also includes calculation and payment of all statutory dues (TDS, GST, Income Tax, Profession Tax, Employees' Provident Fund, Employees' State Insurance, etc.) and overseeing the filing of returns.
- Handling the Administrative Function for the organizational group – includes interviewing and hiring eligible candidates for the organization, training of existing staff in accounting packages and specific tasks, supervising the work of junior accountants and liaising between the Senior Management and the staff.
- Handling the Management Audit and Cost Control Functions – includes review of budgets with divisional managers, discussion of achievable targets and allowable variances, subsequent actual and variance analysis with proposed budgets with Directors and identification of remedial measures to be taken and complete handling of the MIS for submission to the Directors.
- Handling the Representation for the organization – acting as a contact point for all banks, private lenders, the Tea Board of India and other governmental and non-governmental agencies, , including Stock Exchanges, SEBI, etc.
- Handling the Internal Audit function for the organizational group – carrying out regular internal audits for all companies and firms and the charitable trust within the group, analysis of bottlenecks and KPIs and MD&A with the directors. Also acting as a contact point for all auditors and other governmental and non-governmental agencies.

INDUSTRY EXPOSURE

- Oil and Petrochemicals Industry,
- Non Banking Finance Companies,
- Tea Industry,
- Coffee Industry,
- Rubber Industry,
- Automobile Industry,
- Assisting in Statutory Audit of Nationalized Bank,
- Assisting in SOX testing of Major International Companies, etc.

SCHOLASTIC & OTHER ACHIEVEMENTS

- Secured 98% marks in Mathematics in Class X Board examinations.
- Secured 97% in Business Studies, 92% in Accountancy and 95% in Economics in Class XII Board examinations.
- Winner of Assurance-level Quiz Competition at PwC SDC 2016.

COMPUTER PROFICIENCY

- Completed 100 hours of computer training as prescribed in Chartered Accountancy Course.
- Proficient in MS Office Applications, Tally.ERP9 and other computer applications.
- Familiar with operation of departmental websites : GST, TRACES, Income Tax, CBEC, Employees' Provident Fund, ESIC, WB Commercial Taxes website etc.

EXTRA CURRICULAR ACTIVITIES

- Active participant in school-level Debating competitions. Progressed to Regional Level in the national Debating Matters competition two consecutive years.
- District-level Swimmer.
- Voracious reader and cine-goer.
- Enjoy writing both amateur prose and poetry.

PERSONAL DETAILS

- Date of Birth : 2nd March, 1992
- Father's Name : Mr. Ishwar Sundar
- Marital Status : Unmarried
- Languages Known : English, Hindi, Bengali and Tamil.