

RESUME

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CAREER OBJECTIVE

As a qualified **chartered** accountant having **10 years of experience**, looking for an opportunity to establish myself in a dynamic corporate body that offers me challenging jobs and to strive for betterment & expertise to help the growth of the organization & in turn grow with the organization.

EDUCATION

- **CA** from Institute of Chartered Accountants of India (ICAI) in year May 2011.
- **CA (PE-II)** from the ICAI in year May 2007.
- **B.Com.** from Mumbai University in year 2006.

ACHIEVEMENTS

- **Scored 82 %** in Third of year B.Com with out of marks **(100/100)** in Accounts-III (*management account*) & **97/100** in Account-I.
- **Scored 99/100** marks in Accounts (*book keeping*) in 12th class board examination.
- Third **rank** in Ordnance Factory School, **Ambernath** in SSC board examination.

PROFILE HIGHLIGHT

- Lead the team for working First Time **adoption of Ind AS** Implementation.
- Handled Finance, **MIS** and controlling various day to day activity, Monthly Budget and Actual Analysis of PNL
- Worked as Authorized & Designated person for net **banking** transactions in almost all companies.
- Key responsible for **Inventory management, Cost analysis & Working capital Management.**
- Lead the team for changes adoption of **GST** and **all types of Returns.**
- Handled **Income Tax Assessments** and **VAT / Excise** Assessments.
- Handled division accounting of **Aviation, Oil & Gas** activity and **cricket Clubs.**
- Controlling over Asset Capitalization, Forecasting and Verification.
- Worked on **finalization** of balance sheets, annual returns & tax audits.
- Handled Income Taxes and Indirect **tax related matters** of Company & Firms.
- Control over compliance of Import and Export transactions.
- Planned audits as per the firm's approach of **Risk Based Auditing.**
- Applied **analytical procedures** as well as **substantive audit** procedures.
- **Coordinated with clients** to ensure the timely completion of audits as well as addressing audit issues raised during the course of audit.

WORK EXPERIENCE

1. Datar Cancer Genetics Private Limited (Datar Group of Companies), Nasik. (Manufacturing/Pharmaceutical/ Sales & Service / Section 8 Company)

Working as **Sr. General Manager** since Feb 2021 till date to ensure and manage overall systematic and smooth functioning business activity / Assessments.

- Involved in Financial reporting, taxation, auditing, accounting, corporate finance, business or accounting systems and processes. Undertaking Financial Audits
- Monthly MIS, Inventory Management and Capex decision. Periodic review of Internal Control.
- As a Strategic role for providing professional and financial advice.
- Prepare and analyze financial information to prepare entries to accounts establish, maintain, and coordinate the implementation of accounting and accounting control procedures
- Monitor and review accounting and related system reports for accuracy and completeness, prepare and review revenue, expense, payroll entries, invoices, and other accounting documents
- Advising on areas of business improvement, detecting and preventing fraud
- Coordination with team member and Analysis over each and every product, in turn work with profitability of organization.
- Individuals / Personal Tax Planning, Investment strategy of Equity & Mutual Fund and Tax Planner for Directors Income.
- Involved in other business entities of Datar Power Management, Datar Farm, Section 8 Company - Trust as in charge for overall Finance, Taxation, Audit.

2. Panchavati Automobile Pvt. Ltd. (Bafna Group of Companies), Nashik. (Automobile Sales and Service Industry)

Worked as Accounts & Finance Manager (CA) since July 2019 till Feb 2021 to ensure and manage overall systematic and smooth functioning of Sales / Accounts / Services. **(Reason for shifting the organization due to closure of Nasik Division of Hyundai Dealership by management)**

- Responsibilities and duties involved to maintain accounting systems, manage day to day funds for effective **'working capital' control**.
- Checking of Monthly/Yearly **Retention** sheet and Preparation of Incentive scheme.
- Developed simple process for smooth accounting work.
- Maintain books of account as per the requirements of Company's Act and Income Tax Act.
- Ensure effectiveness of accounting systems to satisfy the internal and external customers.
- Ensure & follow up for the Claims with HMIL (**Hyundai motors**).
- Follow up with financiers for the funds and to ensure timely accounting & reconciliations of Banks/Branches.
- Ensure timely closing of accounts in the system and ensure timely data transfer to relevant servers for MIS & Ensure compliance with financial Accounting standards.
- Manage **inventory funding** (*with monthly physical verification*) and maintain the records.
- Checking & signing of cash and bank payments to suppliers, employees & others (*statutory bodies*) as per authorized procedures along with online banking transactions.
- Ensure all **statutory and internal reports** are ready on time.
- Ensure all **statutory payments / returns** have been done on time with effective framework.
- Ensure consolidation of **MIS reports** for assigned regions.
- Working in co-ordination with other departments/ companies to provide data to help day to day working Maintain a continuous relationship with other locations.

3. AATCO Foods India Pvt. Ltd. (Acquired by KERRY Group), Nasik. (FMCG Manufacturing Company)

Worked as **Sr. Manager (Finance)** since July 2017- June 2019 **(Company plant acquired & relocated at Bangalore from Nashik by Kerry Group).**

- Responsible for Finance **Management** and **Operational activities**.
- Responsible for **Indirect taxation** compliance in relation to GST, Finalization, Monthly MIS & budgeting.
- Responsible for **direct taxation** matters with respect to corporate taxation i.e. TDS/TCS/ Advance tax/ Self-assessment tax/ Transfer pricing/ **International taxation** etc.
- **Inventory control** and **management** of Inventory / controlling Non Moving Inventory.
- Implementation/ streamlining/ strengthening internal control/ internal process/ systems.
- Ensured/ developed co-ordination and conducive atmosphere within the teams/ groups/ departments.

Worked for an assignment of Vat / GST (Accounts & Taxation), GST Implementation

- Responsible for Indirect taxation compliance in relation to GST, CST, VAT, **Central Excise**, Customs and Service tax.
- Ensured timely & accurate payment of taxes & filing of returns (both direct & indirect taxation).
- Handled **Tax audits** & Excise/ Service tax/ VAT/GST, preparation/ supporting & attending the assessments and appeals.
- Updated time-to-time changes in **Indirect Taxation norms**.
- Identified areas for process improvements to enhance quality and accuracy of tax operations, facilitating informed decision making and initiating actions to effect tax planning.
- Advised/ consulted on taxation issue to internal customer/ external customer.
- Developed & trained colleagues/ team on taxation.

4. B G Shrike Construction Technology Pvt. Ltd., Pune.

As an Assistant Manager (Finance and Accounts) department since 2014 till 2017. (Reason for leaving the organization due to Family reason for shifting to Nasik)

- Worked as a core team member for first time adoption of **Ind AS Implementation**.
- Handled finalization and consolidation of accounts, MIS, Budgeting and reporting function.
- Prepared Monthly, Quarterly and annual **financial statements**.
- Handled accounting as well as reporting of various divisions like **Aviation Division, Oil & Gas division, various partnership firms (MCA Clubs), Windmill, Civil Sites**.
- Working for Profitability Analysis and controlling over cost.
- Handled Income Tax and Indirect Tax matters related to above divisions.

5. K.S. Aiyar & Company (Chartered Accountants), Mumbai.

As an Article clerk in Audit department in the year 2007-2010. As an Audit Assistant/Assistant Manager in Audit & Assurance Division from September 2010 till 2013.

- As a part of the work profile, I was actively involved in key assignments handled Statutory Audit, Limited Review, Consolidation of Accounts, Tax Audit, Internal Audit, Stock Audit, Corporate Governance Report, XBRL certification, Vat Audits & Certification.
- Worked as Team Leader in respect of **Hindustan Construction Company (HCC) Limited**.
- Worked as Team leader in special assignments for conducting MVAT audits of **Blue Star Limited, Borax Morarji Limited** & some small companies and in respect of **Honeywell Automation India Limited** other than Maharashtra States Vat Audit.
- Worked as a Team leader in Borax Morarji Limited, Modern India Ltd & PAE Limited for

- conducting the statutory audit, limited review and tax audit.
 - Part of core team member for planning & execution of statutory Audit, Limited Review & Tax Audit for following major clients.
 - **Walchandnagar Industries Limited.**
 - **Dharmasi Morarji Chemical Company Limited.**
 - **Neuland Laboratories Limited.**
 - Some **Special assignments** handled in various certification work (SAD refund claiming, XBRL, Section 80IA, Tender submission and other statutory related certificates.).
 - Responsibilities included meeting tough deadlines, meeting work quality standards, drafting of audit issues and control issues, meeting standards of work documentation, etc.
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COMPUTER SKILLS

- Basic knowledge gained from experience on **SAP**, Tally, and **ERP Systems**.
 - Working knowledge of MS Office (Word, Excel & Power Point).
 - Fluent in usage of the **Internet operations**.
 - Capable of adapting to technology and usage of computers in day-to-day work.
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I hereby declare that the particulars furnished above are true to the best of my knowledge.

Place:

Date:

VAISHALI UPASANI.