



EKTA SHARMA (C.A, Bachelor of Commerce)

DUBAI, UAE
+971-565674194
ca.nikki03@gmail.com



Vision

To achieve the targets / deadlines by approach of systematic operational working while having career enrichment opportunities in **finance and accounts**. Be on the top management people, who saw dreams and conversion of them into realities by achievement of organizational objectives and get the desired outcomes therefrom.

Professional Qualification

Chartered Accountant
Institute of Chartered Accountants of India (ICAI)

November, 2012

Academic Qualification

Bachelor of Commerce
Delhi University
12th & 10th Standard Examination
CBSE with 1st class academic throughout.

60%

Work Experience

Previous Company—Eastern Sands Real Estate (Abu Dhabi)
Duration: - July 2015 till date as Senior Accountant

Previous Company—VideoHouze Pte. Ltd. (Singapore)
Duration: - Jan'2014 to Mar'2015 then relocate to UAE because of Spouse Job transfer

Previous Company – Maruti Techno Rubber Private Limited, a well-known manufacturer of Rubber & PVC Products.
Duration: - November 2012 to October 2013 as Senior Accounts Executive.

Work Profile

Responsibilities/Key Achievements :-

- ✓ MIS reporting with detail variance analysis
- ✓ Monthly books closure activities and preparing various Balance Sheet Schedule
- ✓ Getting Statutory Audit done by BIG 4 accounting firm.
- ✓ Preparation Financials - Balance Sheet and Profit & Loss Account) in conformity with applicable Accounting Standards
- ✓ Handling Payroll accounting & disbursement, assist in liaising with local regulatory authorities like MOL (Ministry of labour)
- ✓ Prepare yearly Budget & break down at monthly level Budget, comparison with forecasting & report the changes to Higher Management for necessary action if any required.
- ✓ Ensuring Funds availability, preparing timely Cash Flow Statement for next 3 month.
- ✓ Preparation of Bank Reconciliation Statements.
- ✓ Preparation and review of vendor reconciliation & Intercompany reconciliation at quarterly intervals.
- ✓ Handling day to day accounting i.e. Accounts payable, Receivables etc.



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Articleship Experience

Organization :- INDUSTRIAL TRAINING - Arcelor Mittal (A leading steel and mining company)
Duration :- August 2010 to August 2011

Organization :- Raghunath Rai & Co. (a leading CA firm)
Duration :- August 2008 to August 2010

Responsibilities/Key Achievements:-

- Statutory audit and Taxation.
- Analysis of draft financial statements including notes to accounts.
- Knowledge of 3cd, advance tax and ITR forms.

Major Clients' Exposure :-

AUDIT ASSIGNMENTS

Client Name	Industry/Client Detail	Location/Branch Covered	Nature of Assignment
HINDUSTAN TIMES	Newspaper	Noida (Branch)	Audit Bureau of Circulation Audit
ISKCON TEMPLE	Trust	Delhi	Statutory audit
GHALIB INSTITUTE	Trust	Delhi	Internal audit
CANARA BANK	Bank	Delhi	Ensuring compliance with the RBI guidelines
IFFCO TOKIO	GENERAL INSURANCE	Delhi	Ensuring compliance with the IRDA
FRICK INDIA	Manufacturing	Faridabad	Statutory audit

Skills

Computer Skills :- Peach Tree & Tally, MS excel.
Communication Skills :- English/Hindi.

Hobbies and Interests

Travelling, shopping & Listening to Music.

Personal Details

Father's Name	Mr. R.N. Sharma
Mother's Name	Mrs. Tara Sharma
Husband's Name	CA. Love Rustagi
Date of Birth	3 th January, 1987
Nationality	Indian
Marital Status	Married

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