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| Monika Dadhich (ACA, CS, B.com)

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## Professional Synopsis

* An Associate member of the Institute of Chartered Accountants of India and Institute of Company Secretaries of India, presently pursuing Certified Public Accountants (CPA), with overall 6 years of experience in audit and assurance, Direct Taxation- Appeals & Scrutiny, Indirect taxation, tax planning, ensuring tax compliances on timely manner.
* Well-developed skills in financial reporting, analysis, tax management, preparation of financial statement as per new accounting standards.
* I am presently associated with HIRA Industries LLC, RAK where I am mainly responsible for Payables, MIS Reporting and VAT compliances. (Financial software -SAP)
* I was working as an Accounts Manager with a pharmaceutical company ‘M/s Premier Nutraceuticals Private Limited where I was responsible for planning, scheduling and review of audit and assurance assignments, tax planning and management, Scrutiny assessments, VAT Audits, and GST Compliances.
* Previously associated with S J Chirania and Associates, a leading Chartered Accountancy firm in Mumbai as an Associate and was involved in Statutory & tax audit, Income tax Raid settlement.

### Professional Experience and Accomplishment

**HIRA INDUSTRIES LLC, United Arab Emirates (Sept 2019 – Present)**

In current role, my primary responsibilities include:-

**Financial Accounting and Reporting:**

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| * Managing overall payables (From month end closing to providing necessary reports to management)
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| * Monthly preparation of VAT report and compiling VAT data as per FTA statement.
* Related party reconciliation on monthly basis.
* Co-ordination with the auditors for completion of audit and assurance.
* Handling payment of vendors as per agreed terms.
* Processing of Minimum Selling price as per the standards of costing.
* Preparation of monthly comparison reports for major expenditures, payable aging report and reports related to product costing.
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**M/s Premier Nutraceuticals Private Limited (July 2015- Sept 2019)**

**Financial Accounting and Reporting:**

* Authorizing and reviewing data using Tally ERP and earlier version of Tally accounting package
* Preparation of financial statements including cash flow statement, accounts payable, accounts receivable, loan statement, and reconciliation in accordance with the requirements of Law, Standard on Accounting & Auditing.
* Played Active Role in establishing proper accounting system & accounting controls in the company.
* Coordinate with the supplier and customers for any accounting issues to ensure healthy and long term relationship and follow up with sales team for customer accounts to ensure timely collection.
* Preparation of fixed assets schedules, prepayments schedules, provision schedules, on monthly basis and pass necessary entries to book month end prepayments and provisions.

**Statutory Audit and Tax Audit:**

* Monitored verification of fixed assets, loans and advances, cash & bank balances, inventories and investments ensuring compliance of Companies Act, 2013.
* Preparation of Independent Auditors report (including CARO).
* Verification of existence & operational effectiveness of Internal Controls and identification and assessment of audit risk.
* Review of quarterly Intercompany Reconciliation and provide support to other staff members to ensure timely reconciliation of intercompany balances.
* Played a lead role in searching and recovery of major revenue leakage in concurrent Audit of Bank
* Physical counting of Inventory, reconciliation of computer data with physical stock and reporting on shortage or excess of inventory and over or under valuation of inventory.

**Legal & Secretarial:**

* Preparing Notices, Directors Report, Resolutions & minutes of AGM, EGM, BM and Committees Meeting.
* Maintaining statutory books i.e. registers of members, directors and secretaries.
* Filing of e-forms with MCA21.
* Drafting of Memorandum of Association and Articles of Association of Company.
* Preparation of Due Diligence Report.

**Taxation:**

* VAT, Service Tax, GST Registration, Calculation, Liability, Payment & Return Fillings.
* Played an Active role in implementation of GST in the company.
* Computation of Income and Income Tax Return filing of Individuals, Partnership Firms & Private Limited Companies as per the amended provisions of Income Tax Act, 1961.
* Preparation of submissions for scrutiny and assessment matters under VAT Act.

**M/s. S.J. Chirania & Associates, Mumbai**

**Audit Assistant: (June 2013 to July 2015)**

**Statutory Audit:**

* Responsible for audit planning, coordinating with clients for annual audits, Auditing of financial statements including schedules / statements prepared by the clients etc.
* Ensured preparation and presentation of Financial Statements including Company Annual Accounts with Notes to accounts and ensuring compliance with Accounting Standards.

**Compliance:**

* Preparation of tax audit reports 3CA/3CB/3CD.
* Income tax return, TDS return of Individuals, Partnership firms and companies.
* Computation of Income and Tax, Special capital gain issue.
* Research and drafting report for Domestic Transfer Pricing.

**Appeals, Revisions and Representations:**

* Appeals, Revisions and Representations before various authorities in respect of the various notices like Show Cause, Assessment, Demand, Refund, Rectification etc.
* Drafting and submitting responses to income tax assessments, scrutiny and appeals.

**Settlement Commission:**

* Prepared Submissions for various stages of hearing at settlement commission.
* Attended hearings at settlement commission.

**D.R.Mehta & Associates, Mumbai**

**Article Assistant: (September 2009 to February 2012)**

* Preparation of Form 3CA/3CB/3CD for clients.
* Computation of Total Income and Tax Liability of Partnership Firms, HUFs and Individual assessee.
* Filing of VAT and Service Tax Returns.
* Statutory Audit & Tax Audit.
* Maintenance of Accounts & Ledger.
* VAT audit.
* Concurrent Audit

## Education Details

**Professional & academic:**

* Chartered Accountant from The Institute of Chartered Accountant of India in November 2016
* Company Secretary from Institute of Company Secretary of India in December 2012.
* Graduation (B.Com) from MDS University, Rajasthan (India) in 2010.

**Computer proficiency:**

* Completed Computer Training Course of 250 Hrs as a Part of ICAI curriculum.
* Well acquainted with computer operating systems and MS office skills (Advance Excel)
* Well versed with ERP Software, Tally ERP, SAP, Pharmasuit Software and other customized accounting packages.

### Personal Details

* Date of Birth : 05th August 1991
* Language Known : English, Hindi, Gujrati & Marwari