



Pooja Mehra

Chartered Accountant

Excel in a challenging position within Treasury Taxation Laws, Accounting & Auditing, utilizing extensive expertise in finance, audit, and taxation/ VAT; preferably in Dubai

Profile Summary

- Showcased proficiency with over 6 years of experience in treasury operations, financial reporting, taxation/ VAT, and audit
- Diligently ensured compliance with internal controls, policies, & procedures, while spearheading the development & monitoring of robust policies and processes for treasury operations
- Masterfully orchestrated comprehensive treasury management strategies, drawing upon over a decade of seasoned expertise to meticulously optimize cash flow, mitigate risks, and amplify investment returns, all meticulously aligned with overarching organizational goals and industry best practices.
- Spearheaded the development and seamless implementation of robust policies and procedures for treasury operations, ensuring unwavering compliance with internal controls & regulatory mandates, thereby fortifying the financial backbone of the organization.
- Experienced professional adept at providing comprehensive assistance to internal auditors, ensuring timely closure of audits through efficient coordination and manageable response strategies.
- Proficient in the preparation and finalization of books of accounts according to GAAP, ensuring compliance with Accounting Standards and statutory regulations. Assisted auditors in the creation of comprehensive financial statements, including balance sheets, profit and loss accounts, and audit reports, facilitating accurate and transparent financial reporting.
- Skilled in maintaining and reconciling general ledger accounts, updating accounting databases, and analyzing financial data to generate insightful reports. Dedicated to ensuring the accuracy and compliance of financial documents with relevant laws and regulations, contributing to the organization's financial integrity and regulatory compliance.
- Proven track record of managing tax-related compliances, including quarterly return filings, TDS/TCS payments, and GST returns preparation

Key Impact Areas

Treasury Management
Financial Analysis & Reporting
Budgeting & Forecasting
Internal Controls
Implementation
Taxation/ VAT Compliance
Audit & Assurance
General Ledger Reconciliation
Business Process Improvement
Risk Management
Team Management

Education

- **LLB** from Dr. Bhimrao Ambedkar University in 2023
- **Chartered Accountant** from The Institute of Chartered Accountants of India in 2019
- **Bachelor of Commerce** from Hansraj College, University of Delhi in 2014

Clients

- Lufthansa Airlines Air India
- Lava International Ltd.
- Gebr. Pfeiffer (India) Pvt. Ltd.
- Vijaya Bank

Employment Details



Since Apr'21 | Citykart Venture Private Ltd. | Asst. Manager

Responsibilities:

- Developing, monitoring, and enforcing internal controls, policies, and procedures for treasury operations, ensuring regulatory compliance and risk mitigation.
- Managing the timely deployment of funds to maximize earnings while maintaining liquidity and safety, providing guidance to management on cash and investment strategies.
- Collaborating with cross-functional teams to develop strategic financial plans, overseeing budgeting and forecasting activities to align with organizational goals.
- Ensuring timely and accurate vendor payments, reconciling all payments and receipts with bank and accounting data, and conducting timely bank and cash reconciliations.
- Managing the preparation and finalization of books of accounts according to Indian GAAP, including statutory bookkeeping, bank reconciliation, and the creation of consolidated reports in adherence to Accounting Standards and Statutory Law.

- Assisting auditors in compiling financial statements such as Balance Sheets, Profit and Loss accounts, and Audit reports, ensuring compliance with Indian GAAP standards.
- Updating and maintaining the accounting database, including the reconciliation of general ledger accounts to ensure accuracy and completeness of financial records.
- Analyzing financial data and generating reports to support decision-making processes, while ensuring the accuracy and compliance of financial documents with relevant laws and regulations.
- Ensuring compliance with tax regulations by overseeing quarterly return filings and guiding the accounting team on monthly TDS and TCS payments.
- Managing tax-related compliances, including preparation of notices, assessments, and filings, while liaising with tax consultants and revenue authorities to address any issues.
- Assisting auditors in tax audits and income tax return (ITR) filings, ensuring accurate representation of financial information in compliance with tax laws.
- Handling the preparation and filing of monthly GST returns for various states, including computation of GST liability, input tax credit, and payment of taxes through e-challans.
- Drafting responses to notices received from the GST Department and managing Taxation/ VAT and GST notices as required.
- Ensuring efficient support to internal auditors, facilitating timely closure of audit findings while maintaining manageable response times.

Mar'20- Mar'21 | RP Puri and Company | Consultant

- Ensured compliance with quarterly return filings and provided guidance to the Accounting Team on monthly TDS and TCS payments, facilitating smooth tax operations.
- Managed challenges related to indirect taxes, including audits, departmental queries, and show cause notices, ensuring effective resolution and compliance.
- Provided expert tax advice and guidance to the Finance Team, incorporating new tax legislation and changes into working papers and returns, while assisting in GST return preparation, reconciliation, and internal audit processes.

Sep'19- Feb'20 | DK Bajoria and Company | Consultant

- Assessed, computed, and filed Income Tax Returns for Corporations, Trusts, and Individuals, offering tax management consultation.
- Prepared and filed GST returns (GSTR-1 & GSTR-3B), ensuring accuracy through reconciliation with books and managed Annual Return and GSTR-9C.

Jan'18- Aug'19 | LNM Technologies Pvt. Ltd. | Accountant

- Ensure accurate preparation and finalization of Books of Accounts as per Indian GAAP, including statutory books and bank reconciliation. Maintain compliance with internal controls and policies.

Internship

Sanjeev K Jain & Company | Finance Intern

Certifications

- General Management and Communication Skills-ICAI
- Advanced Information Technology Training- ICAI
- Forensic Audit, Fraud Detection & Prevention – ICAI

Personal Details

Date of Birth: 24th July 1993

Languages Known: English, Hindi

Address: Delhi, India

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