

MAHIMA DOGRA

Contact: +971501502217, +91-9540009359

Email: mahimadogra123@gmail.com

Address: - 2001, Al Masraf Building, King Abdul Aziz St - Al Qasimia - Al Nud – Sharjah

Passport No:- Z6008927, Validity :- 07/05/2030

CAREER OBJECTIVE

To pursue highly challenging career in the field of Finance, and working with six different countries like UAE, QATAR, CANADA, OMAN, INDIA KSA where I would apply my knowledge and ideas to develop high caliber professional skill & to contribute effectively for the goal congruence.

To be a successful Corporate Personnel by Performing my Role & Responsibilities with full effort, efficiency, creativity, & give my best to accomplish the given task.

EDUCATIONAL QUALIFICATION

| Qualification | Institute / University | Year Of Passing | Result |
|---------------------------|---|-----------------|--------|
| CA IPCC Group-II | Institute of Chartered Accountant of India. | 2020 | 52% |
| CA IPCC Group-I | Institute of Chartered Accountant of India. | 2018 | 51% |
| CPT | Institute of Chartered Accountant of India. | 2017 | 67% |
| MBA Finance | | | |
| MCOM (Finance & Taxation) | Indira Gandhi National Open University | 2022 | 70% |
| BCom (Hons) | University Of Delhi | 2018 | 60% |
| XII | Central Board of Secondary Education (CBSE) | 2016 | 87% |
| X | Central Board of Secondary Education (CBSE) | 2014 | 8.8 |

WORK EXPERIENCE

- Worked as a CA Article Trainee with M/s. AD Sharma & Associates. for Three years. (From August 2019 till August 2021)
- Worked as Paid Assistant with M/s Ashish Sah & CO. (From Dec 2021 till June 2022)
- Working as Senior Accountant in D.J. Exports Private Limited. (From August 2022 till Feb 2023)
- Currently Working in Rise and Shine Contracting LLP, as Financial Advisor cum Executive Assistant (From March 2023 till date ,serving notice period) (Employment Visa)

AREAS OF PROFESSIONAL EXPERIENCE

Corporate Taxation/ Tax Planning/Legal Matters

- Forecast tax issues and outline favorable plans to minimize taxes
- Preparation of Replies to Income Tax authorities and handling assessments.

- Filing Income Tax Returns of Individuals, Companies, LLP and Associations

VAT Compliances

- Prepared simple to complex VAT returns for Corporates
- Prepared and electronically filed VAT Returns and other related Annexures.
- Worked on VAT Treatment in various Business Scenarios.
- VAT refunds, Annual Returns and Performance of VAT Audit and other related matters.
- Preparation of documents & replies to the department in VAT Assessment.

Statutory, Tax Audit, Internal Audit and other Audit Reports

- Established audit trails for corporate tax provisions Finalized monthly Internal Audit Reports
- Finalized balance sheet including Notes to accounts and Cash Flow statement in compliance with the provisions of relevant statute and Accounting Standards and prepared audit Reports.
- Performed analytical procedures/analyses to detect unusual financial statement relationships.
- Performed internal Control and substantive testing.
- Performed stock audit, Bank Audits and IT audit and prepared respective reports
- Drafted various Audit Plans and relative checklists according to the nature of Client's business environment.
- Identify and communicate accounting and auditing matters to seniors and managers.

Account Preparation, Tax Returns, TDS Returns

- Preparation of Company Accounts including Balance sheet, Profit and loss account, Cash Flow statement and Notes to Accounts
- Prepared reconciliation for various general ledger accounts Finalization of Accounts
- Preparation of corporate MIS Reports
- Preparation of Ageing Schedules, Outstanding, Prepaid Sheet.
- Preparing Management Review Reports, Collection Sheet , Invoicing , Delivery orders ,etc.

Corporate Compliances

- Incorporation of various Companies as per Companies Act, 2013
- Incorporation of LLP as per Companies Act,2013
- Preparation of various documents to comply with Company Law like Director's report, Resolutions and Minutes for various Meetings.
- Preparation of documents for Change of Directors of Company.
- Drafting of Notices and agenda for Conducting Board Meetings and other Committee meetings under Companies Act,2013
- Documentation for obtaining DSC , Trade license , Renewals
- Annual Filings of various Companies.
- Maintenance of various statutory registers and records required under Companies Act,2013.
- Filing of various ROC Form.

COMPUTER SKILLS

- Working knowledge of Tally ERP9/Busy
- Working experience on Spectrum Software
- Working experience on Computax Software.
- Working knowledge of MS-Excel, Word, PowerPoint and other MS Office Tools
- Ability to learn new computer applications quickly and independently
- Basic Working knowledge of Financial Modelling.
- Working Experience on handling Government Sites like Income Tax Returns, ROC Sites, GST.
- Working Experience on Zoho Books

CERTIFICATIONS

- Completed 15 Days Advance Integrated Course for Information Technology (Adv. ITT) from ICAI.
- Completed 15 Days Orientation Course conducted by ICAI.
- Completed 15 Days Integrated Course for Information Technology (ITT) from ICAI.
- Certificate in Quiz Competition Insolvency and Bankruptcy Code 2016.

ACCOMPLISHMENT

- Best Team Leader Award by Firm

SOFT SKILLS & STRENGTHS

- Coordination
 - Multi-Tasking
 - Critical Thinking Skills
 - Team Work
 - Leadership Patience
 - Files management
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