

Dt. 25th June, 2025

Dear Sir/Ma'am,

I am writing to express my interest in the finance and accounts position at your esteemed organization. With over twelve years of progressive experience in financial management, accounting operations, and regulatory compliance, I bring a strong foundation and practical insight into financial planning, reporting, and analysis. I am M.Com, CA- Inter, CA-Final- 2nd Group qualified professional with a proven track record of streamlining financial processes and supporting strategic business decisions.

Throughout my career, I have handled responsibilities ranging from finalization of accounts, budgeting, and audits to managing payables, receivables, and statutory compliance. My experience across diverse industries has equipped me with the ability to adapt quickly, maintain accuracy under pressure, and contribute effectively to cross-functional teams.

I am now seeking to bring my skills and dedication to a dynamic and growth-oriented organization like yours. I would welcome the opportunity to discuss how my background aligns with your current needs and how I can contribute to your financial objectives.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Warm regards,
Pushkar Garg
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📍 Laxmi Nagar, Delhi-110092, India

📅 10/10/1989

📄 CERTIFICATES

- 100 hours ITT course at the Dehradun Branch of CIRC of ICAI
- 35 hours Orientation course at the Dehradun Branch of CIRC of ICAI

🏆 AWARDS

Second rank in Inter School Karate Championship

Third rank in North India Karate-Do Championship

🌐 LANGUAGES

English

Hindi

🔑 INTERESTS

- Learning
- Travelling
- Hiking

👤 PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I have more than 12 years of experience including articleship in the field of Preparation and Finalization of Financial Statements, Budgeting and Taxation.

🏢 PROFESSIONAL EXPERIENCE

Dhampur Bio Organics Limited

Deputy Manager (F&A)

02/2024 – 12/2024 | New Delhi, India

- Preparation of Financial Statements (Standalone as well as Consolidated) in accordance with applicable Indian Accounting Standards (Ind AS) on quarterly and annually basis.
- Finalization of books of accounts for Statutory Audit of the Company.
- Ensure accurate and timely filing of GST, TDS, Annual Income Tax Return, computation and payment of Advance Tax as per Income Tax Act.
- Preparation and submission of MIS report to higher management.
- Preparation of Budgets and variances report for the management.
- Preparation of other various reports (i.e. Cash Flow, Trade Payables and Receivables) for the management.
- Validation of bills before recording in the books of accounts.
- Preparation of Projected Financial Statements of the Company and liaising with various Banks for sanctioning of Term Loan and Working Capital Limit.
- Liaising with Credit Rating Agencies for Rating on Fund and Non-Fund Based Credit Facilities.
- Maintaining and monitoring of Drawing Power Limit on daily basis.
- Overview of the activities of foreign subsidiary and liaising with its statutory auditor and others for its smooth operation.
- Preparation of Annual Report of the Company.

Nath Ahuja & Co. (Chartered Accountants Firm)

Senior Finance and Tax Executive

05/2017 – 08/2023 | New Delhi, India

- Preparation of Financial Statements (Standalone as well as Consolidated) for various clients including listed entities in accordance with applicable Accounting Standards.
- Creating tax plans, preparing and filing various returns under Direct and Indirect Tax Laws and ensuring timely assessments in compliance with various laws and regulations.
- Preparation of Advance tax working of various clients.
- Performing analytical review on financial statements and developing and evaluating internal control systems for carrying out Internal / Statutory / Tax Audits.
- Finalizing accounts and preparing Audit Reports and making recommendations in order to ensure that books of accounts are prepared and maintained in conformity with Accounting Standards, Indian Accounting Standards and the Statutory Regulations.

Dinesh Bajaj & Co. (Chartered Accountants Firm)

Tax and Audit Executive

05/2016 – 04/2017 | New Delhi, India

- Preparation of Financial Statements.
- Conduct Statutory, Internal and Tax Audit in accordance with the applicable laws.
- Filing of various statutory returns required under Direct and Indirect Tax Laws.

Pearl Polymers Limited

Deputy Manager (F&A)

09/2015 – 04/2016 | Bengaluru, India

- Preparation of Financial Statement and books of accounts and presentation of same for consultation with Auditors.
- Verification of monthly statutory payments. Like TDS, VAT, Excise duty, Service Tax & Entry Tax.
- Preparation and submission of MIS reports to Head Office.
- Guiding in Preparation of Bank Reconciliation and Cash Flow Statement on regular basis.
- Team member in implementation of Ramco ERP in the Company.
- Guiding in Reconciliation of Raw Material consumed during manufacturing process and finished product manufactured.
- Done a very good job in preparation of multiyear detailed Fixed Asset Register of the Company.
- Validation of every purchase, sale, job worker's bill, contractor's bill, salary & wages.

Sehgal Mehta & Co. (Chartered Accountants firm)

Article Assistant

04/2012 – 04/2015 | New Delhi, India

- Book Keeping.
- Preparation of Financial Statements.
- Conduct Statutory, Internal and Tax Audit in accordance with the applicable laws.
- Preparation of Projected Financial Statements for Bank Financing.
- Statutory and Concurrent Bank Audits.
- Insurance Audit.
- Filing of various returns as per Direct and Indirect Tax laws.



SKILLS

Expertise in Preparation of Financial Statements and Other Specialized Skills

Passing of Journal Entries in the Books of Accounts with compliance of Statutory Laws (i.e. TDS, GST, etc.) after necessary verification with supporting documents. Preparation of Financial Statements in accordance with applicable Accounting Standards. Preparation of Account Receivables and Payables, Forecasting Budgets, Cashflow Statement.

Expertise in GAAP and Indian Accounting Standards

Preparation of Financial Statements as per Schedule III prescribed under the Companies Act, 2013 in compliance with applicable of GAAP and Indian Accounting Standards.

Expertise in Direct and Indirect Tax Laws

Filing of various applicable returns under Income Tax and GST laws. Filing of various forms under Income Tax and GST Laws. Preparation and presentation of documents to assessing authorities.

Expertise in Microsoft Excel and Word, Tally, ERP

Pivot Tables, Vlookup, Forecasting and Prediction in Microsoft Excel. Recording of accounting data in Tally ERP and SAP.

Soft Skills

Time Management, Relationship (Trust) Building with clients, Communication Skills, Multi-tasking Ability

EDUCATION

CA- Final (Group- II)

The Institute of Chartered Accountants of India

CA- IPCC

The Institute of Chartered Accountants of India

Master of Commerce

HNB Garhwal University, 2011

Bachelor of Commerce

HNB Garhwal University, 2009

Higher Secondary School

SBM, Inter College, 2006

Secondary School

SBM, Inter College, 2004

DECLARATION

PUSHKAR GARG
New Delhi, 25/06/2025