

# Ammu Agarwal

Phone: +91-7838052015 | Email: [ammu.agarwal@yahoo.com](mailto:ammu.agarwal@yahoo.com)  
LinkedIn: <https://www.linkedin.com/in/ammu-agarwal-86b01b102/>

## ACADEMIC QUALIFICATIONS

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<b>CA Final</b> Institute of Chartered Accountants of India	2016
<b>CA IPCC</b> Institute of Chartered Accountants of India	2011
<b>B.COM</b> Daulat Ram College, Delhi University	2012
<b>Class XII – Commerce (C.B.S.E.)</b> Modern Public School, New Delhi	2009

## WORK EXPERIENCE

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<b>Senior Finance Executive, Capfront Technologies Pvt. Ltd., Bangalore</b>	Nov 2019-Present
<ul style="list-style-type: none"><li>Responsible for maintaining books of accounts of Vaibhav Vyapaar Pvt. Ltd., a Non Banking Financial Company (100% subsidiary of Capfront Technologies Pvt. Ltd.)</li><li>Ensuring all the statutory compliances in relation to ESIC, PF, PT, GST and TDS are timely met.</li><li>Preparation of Financial Statement of the group Company and Consolidated Financial Statement.</li><li>Closely coordinating with Finance Manager in setting up the commercials with NBFC clients keeping into purview the business profitability.</li><li>Preparation of monthly projections for discussion of key indicators (revenue, operating expenses, operating profitability, and net profit earned) with management.</li><li>Working on reports as required by investors on frequent basis, for instance, Prospective Debt Funds Requirement Schedule.</li><li>Responsible for coordination with NBFC clients in relation to payments, MIS reconciliations, accounts reconciliation and status of funds.</li><li>Critical analysis of reports and preparation of MIS based on client requirement for effective coordination.</li><li>Overviewing the reports published by Reconciliation team and Accounts team.</li><li>Monthly reconciliation of financials with Projections for books closure.</li></ul>	
<b>Audit and Tax Assistant, M.L. Mutneja &amp; Co., Connaught Place, New Delhi</b>	Dec 2017-July 2018
<ul style="list-style-type: none"><li>Conducted Statutory Audits involving ensuring compliance with Corporate Law provisions, CARO guidelines, Accounting &amp; Auditing Standards prescribed by ICAI, Ind AS and other relevant statutes as applicable for entities including companies, trusts and LLPs.</li><li>Conducted Internal Audits involving evaluation of the efficiency and effectiveness of internal controls and providing reports to the management.</li><li>Performing Tax Audits and preparation of Tax Audit report including reporting on ICDS for various entities.</li><li>GST compliance including GST computation and filing of returns.</li><li>Preparation of Consolidated Financial Statement.</li><li>Prepared MIS reports to provide feedback to top management.</li></ul>	
<b>Article Assistant, Pankaj Billa &amp; Co., Kailash Colony, New Delhi</b>	May 2012-May 2015
<ul style="list-style-type: none"><li>Conducted Statutory Bank Audit for Punjab National Bank branches.</li><li>Financial Accounting upto account finalization for various entities.</li><li>Handled and represented various income tax cases/issues including search and seizure case.</li><li>Handled RBI compliance for FDI for companies.</li><li>Certification Work.</li><li>Reviewed Gratuity and Superannuation Financial Statement.</li><li>Finalization of Accounts, conducting Statutory and Tax Audit for companies, trusts, partnership firms and individuals.</li></ul>	

- Formulated and filed TDS return, Individual Tax return, Corporate Tax return, Service Tax return, FCRA return and VAT return.
- Formation of Companies/LLP and ensuring necessary compliance of Companies with ROC.
- Vital contribution as a team member in taking up management support tasks including debtor's reconciliations, managing collection of sales tax forms for branches all over India for Schneider Electric India Private Limited.

#### **MAJOR CLIENTS HANDLED**

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- Schneider Electric India Pvt. Ltd. (VAT/TDS, PAN India)
- ABB India Ltd. (TDS, PAN India)
- M.B.A. Consulting India Pvt. Ltd. (ROC/Accounting/TDS/Payroll processing, New Delhi)
- Punjab National Bank. (Statutory Audit, Mandi & Manali)
- MGF Development Ltd. (Statutory Audit/Consolidation of Financial Statement)
- Clinic Dermatech Pvt. Ltd. (GST/Statutory Audit, Multiple Branch-New Delhi)

#### **AWARDS AND ACTIVITIES**

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| ▪ Awarded for best new comer employee of the month, Capfront Technologies Pvt. Ltd.                          | 2019 |
| ▪ Volunteer at Creating Happiness, Community for underprivileged kids, New Delhi.                            | 2017 |
| ▪ Attended various seminars on GST.  | 2017 |
| ▪ Undergone Advance Excel training including VBA, New Delhi.   | 2012 |
| ▪ Participated in various campaigns for fund raising and spreading awareness.                                | 2012 |
| ▪ Undergone ' <b>100 HOURS</b> ' of computer training from ICAI, New Delhi.                                  | 2010 |
| ▪ Awarded Roll of Honour in Modern Public School for Securing 87% marks in commerce stream in C.B.S.E board. | 2009 |