

CA PUSHPAK MISHRA

Contact: +91 9804786794 ~ E-Mail: pushpakmishra1@gmail.com

A Chartered Accountant with over 4 years of experience in full cycle of accounting, statutory compliance, MIS Reporting and understanding of fundamental concepts in Accounts and Taxation.

Currently working as a Finance Manager at Sarthena Advisors, brings hands on experience in the field of Accounting, Taxation, Audit & Management Reporting.

Profile Summary

- **Exposure of executing functionalities within Accounts, Auditing, MIS Reporting and Taxation**
- Exposure in spectrum of **finance & accounts activities** encompassing finalization of accounts, cash flow management, receivables & payables management and bank reconciliation statements within time & accuracy norms
- Exposure in **drafting Accounting and Internal control process**
- Competent in **preparing balance sheet, audit reports, cash flow statement, budget, management accounting and other financial reports** to keep a track of financial performance
- Skilled in liaising with regulatory authorities for keeping **compliance with statutory obligations**; remains updated with changes in rules & regulations in F&A domain while working in a computerized environment (Tally & QuickBooks)
- Skilled at interfacing with tax authorities & government departments for managing Taxation (Income Tax, TDS, GST etc.) matters
- Experience in conducting and handling **Internal and statutory audit** independently
- A detail-oriented and resourceful individual with good communication and interpersonal skills, combined with an understanding of tax issues

Core Competencies

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|---------------------------------|------------------------------------|------------------------------|
| - Finance & Accounts | - Receivable & Payables Management | - Account Reconciliation |
| - Auditing and Internal Control | - Taxation (Direct & Indirect) | - Statutory Compliance |
| - Financial Reporting/ MIS | - Financial Planning & Analysis | - Team Management / Training |

Work Experience

June'18 – till date Sarthena Advisors LLP, Bangalore as Finance Manager

- Review of complete finance & accounts, receivable & payable and reconciliation activities of client on regular basis
- Support in Internal and statutory audit on behalf of client
- Administered and Track statutory compliance with regulatory authorities of client like GST, TDS, PT, PF, ESI and Insurance
- Preparation and finalization monthly / annual statements like Balance Sheet and Profit & Loss statements as per set accounting standards
- Preparation of MIS like Budget vs Actual, Cash Flow statement and Fund Utilization Report for management
- Assist accountant to pass monthly adjustment entry to close the books of account.
- Ensuring Compliance with terms & conditions of Purchase order
- Scrutinizing various ledgers as Cash & Bank book, Journal and Bank Reconciliation Statement (BRS)
- Advice on Direct and Indirect Tax for specific transactions
- Draft Finance policy, Internal Control policy for client
- Help Clients (in both profit and non-profit space) in transition phase to customize the charts of Accounts in Accounting software's such as Quick book, Tally etc.
- Assist in due diligence (financial, tax, legal and corporate secretarial diligence) on behalf of the investors proposing to invest in companies

Feb' 16 – Dec' 16 Flipkart Internet Private Limited (E-commerce company), Bangalore as Intern

- Worked as Intern in Revenue Assurance team
- Involved in validation of Big Data using Excel, Power Query, Qlik view etc.
- Handled various assignment like Bank Reconciliation, Recovery of Fraud etc.
- Involved in presentation and discussion of various reports among the fellow team members.

Jan' 14 – Jan' 16 Nahata & Associates (Chartered Accountants firm), Kolkata as Article Assistant

- Executed day-to-day accounting entry and reconciliation of bank accounts
- Conducted and headed audit of various corporate and non-corporate assesses as per applicable laws
- Managed routine practice of income tax, incorporation of company and drafting letters and other legal documents
- Involved in presentation and discussion of various reports among the various fellow team member and the Client

Highlights:

- Performed:
 - Statutory and Tax Audit as well as filed turn, VAT Return, TDS Return etc. of various client
 - Coordination and Preparation of Tax Audit.
 - Preparation of Audit Report & Report under CARO
 - Monitoring & Preparation of Monthly & Annually TDS Return of the Company
 - Preparation of Minutes Book, Resolution, maintains Statutory Registers viz.: Shareholder Register, Transfer Register, Fixed Assets Register, and other Registers.

Other Courses

- Successfully completed Management communication skills Programs conducted by ICAI
- **Information Technology Training (ITT)** from ICAI

Academic Details

CA – IPCC Group I from Institute of Chartered Accountants of India in 2014

CA – IPCC Group II from Institute of Chartered Accountants of India in 2015

CA – Final Group I from Institute of Chartered Accountants of India in 2017

CA – Final Group II from Institute of Chartered Accountants of India in 2018

B.Com. from Lalit Narayan Mithila University, Darbhanga in 2013

IT Skills

Accounting Software:

- Tally ERP, Quick Book (for Accounting), TDS Saral, IPRO (for ROC)

Operating System: MS Office (Word, Excel and PowerPoint)

Personal Details

Date of Birth: 25th Feb 1994

Languages Known: English, Hindi and Maithili

Permanent Address: S/o. Mr. Dinesh Mishra, Vill: Kumhraul, Ghanshyampur, District: Darbhanga Bihar - 847427, India

Communication Address: Room No- 403, Lakshmi PG & Accomodation, 68, 1st Cross, Nanjappa Reddy Layout, 8th Block, Koramangala, Bangalore - 560095