

## **CA. RACHNA GAUR**

FCA, B.Com, ISA(ICAI)

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### ➤ **Personal Statement**

I am highly motivated, responsible, hardworking, creative having experience of more than 15 years in wide range of areas like Direct & Indirect taxation, finance, accountancy, audit, company matters etc. Presently I am working with Indore Smart City Development Limited being among the top 3 Smart Cities of India as Chief Financial Officer for more than 6 years.

### ➤ **Basic Detail**

1. Date of birth : January 22<sup>nd</sup>,1986
2. Father Name : G. K. Parashar
3. Place of Birth : Raghogarh (M.P.)
4. Marital Status : Married
5. Preferred Location : Indore(M.P.)

### ➤ **Work Experience**

#### Post Qualification

- ❖ I started my carrier as proprietor of **Rachna & Co, Indore (MP) Chartered Accountants** a CA firm and worked individually from **October 2009 to December 2010**
- ❖ To explore in diverse areas I joined a renowned firm of Indore named **S V Agrawal & Associates, Indore (MP) Chartered Accountants** as partner from **January 2011 to September 2017.**

Major areas of work in which I have been working are as follows:

- ✓ Project financing including review and renewal of various credit facilities.
- ✓ Preparation of project report, CMA, ratio analysis, other documentation and correspondence with bank personnel for sanction, renewal and review of credit facilities from bank.
- ✓ Assistance in obtaining credit rating from various credit rating agencies
- ✓ Statutory audit under Companies Act, Tax Audit under Income Tax Act, VAT audit and other audits.
- ✓ Consultancy regarding Service Tax matter and attending proceeding before the Service tax authority.
- ✓ Corporate Law matters and its compliances.

- ✓ Management Consultancy.
- ✓ FCRA Compliances
- ✓ Preparation of Income Tax return and tax planning for corporate and non- corporate assessee.
- ✓ Statutory audit of State Bank of India
- ✓ Statutory audit of New India Assurance Co Ltd
- ✓ Audit on behalf of World Diabetes Foundation ,Denmark

#### Exposure in Sectors

- Hospitals
- Hotel Industry
- Storage and Warehousing
- Steel Manufacturing
- Non-banking Financial Company
- Banking & Financial Institution
- Insurance Company
- Whole sale trader
- Information Technology
- Retail Trader
- Packaged food manufacturing
- Real Estate etc.
- Event Management

- ❖ There after I joined **Indore Smart City Development Limited** as Chief Financial Officer and working with the same company **since Oct 2017**. The major responsibilities are as under:-
  - ✓ Day to day supervision of books of accounts, bank reconciliation, vouchers of the company.
  - ✓ Checking of running bills and other administrative expenditure and regular payments of the same through PFMS portal and fund management.
  - ✓ Monitoring and supervision of various taxation compliances, such as Income Tax, TDS, GST, Labour Cess, Royalty, PF, ESIC etc.
  - ✓ Finalization of Financial Statements as per Ind AS and get it audited by CAG auditors, Income Tax auditors and Statutory auditors and present before the Board of Directors.
  - ✓ Submission of monthly utilization certificate along with other information or documents to respective department of Central or State Government as required from time to time related to financial matters.
  - ✓ Regulars updating in Central MIS related to financial matter.

➤ **Pre- Qualification**

- ❖ Worked as articled assistant with **KALANI & COMPANY, KOTA** from **March, 2006 to March, 2009**

During my article-ship I had done following major jobs:

- ✓ Statutory audit of BSNL Ltd
- ✓ Internal audit of Instrumentation Limited, Kota
- ✓ Tax audits
- ✓ Income tax returns and tax planning
- ✓ FBT computations
- ✓ VAT audits

➤ **Education**

- ✓ Chartered Accountancy Course , ICAI
  - Cleared PE-I, PE-II both group, Final
  - *All levels were cleared in first attempt*
- ✓ DISA qualified ,a post qualification course conducted by ICAI
- ✓ Certificate professional in carbon footprints, CIIE
- ✓ B-Com
  - DAVV Indore University, MKHS Gujarati Girls College, Indore
  - **Passed with first division**
- ✓ XIIth Board–CBSE, Kendriya Vidhyalaya, NTPC Anta (Raj.)
  - **Secured 1st rank in the class with physics, chemistry, Maths and Biology as subjects**
- ✓ Xth Board- CBSE, Kendriya Vidhyalaya, NTPC Anta (Raj.)
  - **Secured 3rd rank in the class.**

➤ **Achievements**

- ✓ **Collaborated with Indore Municipal Corporation and Indore Smart City Team in issuance of Carbon Credits under Clean Development Mechanism.**
- ✓ **I cleared all levels of CA Exams in First Attempt**
- ✓ I was the school captain as well as the house captain in school.
- ✓ Participated in regional level school badminton competition.
- ✓ Participated in many cultural activities at regional level

I hereby declare that the information mentioned above are true and correct in all aspect.