

RISHABH KAUSHIK

SEMI QUALIFIED CMA,B.COM (F&CA)

CONTACT ME

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DOB 27-FEB-1997

EDUCATION

CMA INTERMEDIATE 70.2%

**THE INSTITUTE OF COST ACCOUNTANTS
OF INDIA**

2018-2020

B.COM (F&CA) 51%

**INDRA GANDHI NATIONAL OPEN
SCHOOL LEARNING**

2018-2021

SKILLS

MS - EXCEL	<div><div></div></div>	75%
MS-WORD	<div><div></div></div>	70%
MS-POWERPOINT	<div><div></div></div>	70%
COMPU- OFFICE	<div><div></div></div>	80%
TALLY	<div><div></div></div>	85%

WORK EXPERIENCE

COST AND ACCOUNT EXECUTIVE

MM & ASSOCIATES I NEW DELHI

SEPT 2020 - PRESENT

I am semi qualified CMA with practical experience in the field of Internal audit, Direct taxation, Indirect taxation, Cost Audit etc. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

● Internal Audits

- Understanding the processes and controls through SOPs and flowcharts.
- Drafting and verification of Risk and control matrix.
- Tested controls of major process like, P2P, O2C, Payroll, Fixed assets etc.
- Evaluated design and operating effectiveness of audit areas using vouching and reconciliation.
- Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
- Determined financial and operational audit areas, providing most economical and efficient use of audit resources.
- Drafting of Internal Audit report.

● Accounts/Finance

- Financial planning of various clients and prepare project finance reports.
- Preparation of Financial statements of various companies and proprietor as per Schedule 3.
- Preparation monthly expense report and performance report.
- Monthly analysis and review of balance sheet accounts and expense accounts.
- Consolidation of Profit and loss statements on monthly and yearly basis.
- Monthly Basis Preparation of Financial Reports includes Balance Sheet, Statement of Profit and loss, cash flow statement etc. Branch wise and Company as a whole.
- Preparation of Consolidated Financial Reporting.

● Cost Accounting

- Cost Audit under Section 148 of Companies Act, 2013
- Preparation of Abridged Cost Statement, and Analysis.
- Maintenance of cost accounting records
- Costing XBRL
- Valuation of Products or Product costing
- Preparation of Cost Manual & System Manual
- Analyze monthly projects budgeting and reports to maintain expenditure control.

● Income Tax

- Draft/preparing income tax replies of various sections
- Experience in handling tax compliances including Data complying for tax audit
- filling of form 3CD (fair knowledge of all clauses of form 3CD)
- Filling of Income tax returns
- Developing strategies for minimizing tax liabilities.
- Tax Audit Consolidation
- Preparation of filling of Monthly TDS payments & Quarterly return.

● Goods & Service Tax (GST)

- Registration & Monthly returns
- Assist internal and external contracts on GST related queries.
- Perform GST reviews as part of Internal Audit engagements.
- Carrying out comprehensive GST incidence reviews for the clients.
- Perform GST Audits & Working on Refund Clearance.
- Prepare and maintain stock statement and also GST reconciliation.
- Reconciliation of GST Input Credit and other Financial Accounts Reconciliations like TDS,
- Inter-company Reconciliations etc.

● Corporate compliances

- MGT-14, AOC-4 Dir 3 KYC and other various forms.
- Incorporation of companies, and LLP.