

VARSHA RAMPURIA

CAREER OBJECTIVE

To learn & grow in a global organization with a holistic work environment that enables professional growth for an employee along with the economic growth of the organization.

PROFESSIONAL QUALIFICATION AND ACADEMIC QUALIFICATION

EXAMINATION	INSTITUTE	YEAR PASSED
CA	I.C.A.I	May 2012
ICFA Level I	I.C.F.A.I	June 2015
B.COM (Hons)	St.Xavier's College (Kolkata)	2010
C.B.S.E (10+2)	Ashok Hall Higher Secondary School (Kolkata)	2007
C.B.S.E (10)	Ashok Hall Higher Secondary School (Kolkata)	2005

WORK EXPERIENCE

A3S Tech & Company (Delhi)

(Feb'16 to March'16)

(Consultant)

- Drafting the Risk Control Matrices for CHOICE as per Internal Financial Control Over Financial Reporting guidelines.

Super Smelters Limited (Kolkata, West Bengal)

(Dec 2012 – Oct 2015)

(Assistant Manager – Project Development, Finance Department)

- Preparing investment and fund utilization report each quarter as per bank mandate for disbursement of term loan.
- Preparing Final Valuation report on completion of each phase of project development.
- Capitalization of units in appropriate heads. Allocating steel and cement figures appropriately to contractors. Ascertaining pre-operative expenditures amongst incurred expenditures and allocating them appropriately.
- Reviewing the expenditures incurred and ascertaining the claim of CENVAT credit. Reconciliation of the excise credit taken.
- Analyzing queries raised by bank and formulation of replies to the bank for facilitating the organization in disbursement of loan.
- Preparing reports regarding the progress of the projects and comparison with the projected cost.
- Assisting in preparing the presentations for the consortium meetings.
- Assisting the auditors in conducting the statutory audit
- Analyzing the viabilities of the new projects by holding meetings & making different reports on the same.
- Reconciliation of accounts with major vendors.
- Focusing on monitoring the progress of the project or the company's performance in line with the performance envisaged at the time of sanction. Identification of irregularities and circulation of MIS reports.
- Handled the entire insurance process for the firm including handling of all claims from the point of incident to the point of settlement.
- Identifying the need for insurance for the organization, holding meetings with the insurance companies to understand the coverage available for mitigating the risks.
- Analyzing the value of coverage to be taken on the basis of cost benefit report prepared for each coverage. Analyzing different insurance policies and terms associated to choose the best available option in the market.

Dugar & Company (Kolkata, West Bengal)
(Consultant)

(Apr 2012 – Nov 2012)

- Individually conducted statutory audit and tax audit of private limited companies like Bengani Exports (India) Private Limited and Bengani Food Products Private Limited.
- Filed Income Tax Returns for individuals and private limited companies.
- Prepared balance sheet of various companies as per revised schedule VI.
- Facilitated registration of companies under service tax and filing of periodic returns and other ROC forms.

Singhi & Associates (Kolkata, West Bengal)
(Trainee)

(Jul 2011 - Feb 2012)

- Carried out internal audit of stock broking companies like Microsec Enterprises, Eureka Stock & Share Broking Services Ltd, Raima Securities Private Limited.
- Conducted system audit of various stock broking companies including Microsec Enterprises, Eureka Stock & Share Broking Services Ltd, Raima Securities Private Limited.
- Performing concurrent audit reports for banks and presenting the report to stakeholders of the organization.

Agarwal S. & Co (Kolkata, West Bengal)
(Articled Assistant)

(Oct 2007- Apr 2011)

- Analyzing the accounting practices and performing statutory audit of trading companies like Godavri Trade Commodities Private Limited
- Filled Income Tax Returns of individuals and companies.
- Prepared audit reports, balance sheet finalization and ensuring their presentation in accordance with the applicable accounting framework and other statutory requirements.
- Managed subordinates including delegating and supervising work.

KEY ATTRIBUTES

- Highly committed individual.
- Proficient with MS OFFICE, Tally and ERP.
- Professional verbal/written communication skills.
- Attention to detail.
- Time management skills – ability to prioritize daily tasks.
- Ability to perform effective judgment in recognizing scope of authority.

EXTRA CURRICULUR ACHIEVEMENTS

- Participated in the CA quiz contest in Kolkata representing the company.
- Graphology degree holder.
- Helped various old age homes adopted by the college.
- Awarded certificate of merit by WISAC for successfully completing a course in calligraphy.
- Certificate of appreciation by Lions club and Help-Age India
- Represented the school and won several accolades in various inter-school fests and events.

PERSONAL DETAILS

Birth date: 11th April 1989
Spouse's Name: Mr. Rohan Agarwal
Permanent address: D2 504, The Legend, Sector – 57, Gurgaon – 122002, Haryana
Interests: Reading books and listening to music.
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