

# ANKIT MALPANI

## CHARTERED ACCOUNTANT

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+91 8793714261 | [caadmalpani@gmail.com](mailto:caadmalpani@gmail.com) | LinkedIn: [linkedin.com/in/ankit-malpani-73ba5b222](https://www.linkedin.com/in/ankit-malpani-73ba5b222)

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### Summary

A Chartered Accountant and Finance Professional with over 10 years of experience in leading financial management activities, regulatory compliances and financial analysis. I am skilled in designing effective and robust processes, internal controls, guidelines, and procedures to support accounting and finance functions. With a focus on driving organizational success, I am seeking a rewarding executive level- role to contribute talent and leadership.

### Skills & abilities

- Investor relations
- Investor due diligence
- Cash and fund management.
- Audits and tax compliance
- Accounts payables & receivables management
- Statutory compliances – taxes, ROC & other regulatory affairs
- Payroll and compliances
- Fixed asset management
- Audit and Tax Compliance
- End to end finance functions

### Experience

#### **Punjab Renewable Energy Systems Private Limited**

(From Oct 2020 to August 2023 -Assistant Manager - Finance and accounts  
Sept 2023 – Present - Deputy Manager- Finance and accounts)

- Leading a team for managing the operations such as Financial Reports, and managed Inventory Management, Sales, and Customer Services.
- Managed the finance and compliance for Head Office - GST filing, TDS Returns and payments, Audits, Financial Reports, and other regulatory requirement.
- Prepared budgets and Inventory Reorder Reports.
- Managed cash flow and prepared reports and forecasted free cash flow for the year.
- Handled preparation of Risk analysis matrix for developing standard operating procedure and leading the cost saving initiatives which lead to reduction in expenses and preparation of variances analysis.
- Preparation of quarterly and yearly standalone and consolidated financial statement as per Schedule III of companies act 2013.
- Preparing and reviewing of working for Fixed assets depreciation as per companies act and Income tax act.
- Liaising with the Internal and Statutory Auditor and preparing various workings needed for conducting audit
- Managing and controlling the reporting of trade payables and Trade receivables with complete analysis of R2R and P2P processes

#### **Shetty Naik and Associate** (From June 2018 to June 2020 -Assistant Manager)

- Leading an Internal Audit, Statutory Audit and Tax Audit including developing audit procedure for documentation and providing insight for improvement of standard operation procedure with their implementation in organization
- Filing of Income tax returns for all types of assessee such as Individual, trust, Firm and company and involved in the tax planning of clients.
- Preparation and finalization of Audit report for Corporate and Non-Corporate Enterprises.
- Managed filling of TDS returns (24Q, 26Q and 27Q) ensuring accuracy and timely submission as per statutory law
- Filling of the GST returns and computation and payment of GST Liability
- Preparation of submission for both direct and indirect tax assessments after analysis of tax provisions

### **Vinod Jajoo and company (From June 2016 to May 2018 – Audit Executive)**

- Filling of Income tax returns for all kinds of assessee such as Individual, trust, Firm and company and computing the tax liability
- Preparation and finalization of Balance Sheet of Corporate and Non-Corporate Enterprises.
- Handled an Internal Audit, Statutory Audit and Tax Audit including executing detailed audit procedures, including reviewing transactions, documents, records, reports, policies and procedures for accuracy and effectiveness.
- Assisted in the preparation of audit programs and documentation.
- Handled assignments to check compliances of Direct as well as various Indirect Taxes including computation and payment of tax liability.
- Conducted thorough audit of Banking Institutions and Identifying area of improvement for loan and account documentation.

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#### **Education**

##### **Institute of Chartered Accountants of India**

Chartered Accountant (2016)

##### **University of Pune, Maharashtra**

Bachelor of commerce (2014)

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#### **Internship**

##### **Chhoriya and Chhoriya (From Nov 2012 to June 2015)**

- Handled assignments to check compliances of Direct as well as various Indirect Taxes including computation and payment of tax liability.
- Filing of Income tax returns for all kinds of assessee such as Individual, trust, Firm and company
- Preparation and finalization of Balance Sheet of Corporate and Non-Corporate Enterprises.
- Handled an Internal Audit, Statutory Audit and Tax Audit including executing detailed audit procedures, including reviewing transactions, documents, records, reports, policies and procedures for accuracy and effectiveness.
- Assisted in preparation of audit programs.