



ISHA JAIN



Objective:

Seeking challenging assignments in the domain of Auditing, Finance & Taxation with growth-oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals:

Working Experience

Jain Harish & Co. – Articled Assistant (June 21 – June 24)

Efficiently worked as an effective team member for handling different types of Audit assignments including GST Audits, Tax Audit and Taxation.

→ Audit

- Involved in concurrent audit for one the banks, review of KYC, review of onboarding process as per SOP.
- Income reconciliation of one of the biggest life insurance providers of India.
- Worked as an integral part of team for one **Internal audit assignment**. Review of Purchase invoices, GRN, Purchase requisition, Approval matrix & Review of Quotations as per SOP's.
- Equipped with basic Knowledge of P2P, H2R & O2C process.

→ Taxation

- Filed GST returns for 80+ clients return including monthly, quarterly & annual returns regularly, ensuring timely submission.
- Participated as an active member in GST Audit of 30+ Clients.
- Performed GST reconciliations for claiming ITC.
- Filed 50+ personal Income tax returns.

→ Other Areas

- Prepared a comprehensive projection report that facilitated a successful loan application for clients, demonstrating their financial viability and growth to the bank.
- Filing TDS return for 20+ clients.

→ Certifications & Extra curricular

- Scored exemption in 2 subjects in CA final.
- Rewarded with Gargi Puruskar by State government.
- Management & Communication Skills Course. (ICAI)
- Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)
- Integrated Course on Information Technology and Soft Skills. (ICITSS)

Professional Summary: Fresher Chartered Accountant with a strong foundation in accounting principles and practices gained through rigorous article ship training.

Skills:

Tally, MS Office, Compu Tax, SQL(Basics), Power Bi (Basics)

Education and Certification:

➤ Professional Qualification:

- CA Final – May 2024
(Exemption in 2 Subjects)

➤ Other Qualification

- Masters of commerce (M.com)
- Bachelor of commerce (B.com)
- Class XII – May 2017 (83.80%)
(Scored 90+ marks in accountancy)
- Class X – May 2015 (88.17%)
(Scored 90+ marks in 3 subjects)

Personal Info:

Languages: English & Hindi
Nationality: Indian

Contact:

Phone: +91 7742831444

Email:

Isha323001@gmail.com