

Sparsh Arora

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Personal Details

D.O.B : March 29, 2001

Gender : Male

Location : Delhi (NCR)

Languages Known : Hindi, English

Objectives and Career Goals

Seeking a position in an organization that offers opportunities for growth in knowledge, skills, and attitude. Eager to leverage my analytical abilities and achieve excellence in field of auditing, taxation, financial reporting, financial analysis and other disciplines to contribute to organizational development while pursuing personal development and gaining exposure to various field level through sheer dedication and hard work.

Academic Qualification

Examination	Board/Institute/University	Year of Passing	Percentage (%) / CGPA
B. Com (SOL) (CGPA)	DU	2022	7.955
CA Intermediate (Group-I)	ICAI	2020	54.50%
CA Intermediate (Group-II)	ICAI	2021	60.30%
CA Foundation	ICAI	2019	71.50%
CS Foundation	ICSI	2019	78.00%
Class XII	CBSE	2019	83.60%
Class X (CGPA)	CBSE	2017	8.8

Work Experience

Subhash Kamboj and Associates (New Delhi)

(Feb 2021- Feb 2024)

Position: Articled Assistant

- Drafted **Audit Reports** and **Review Reports** in compliance with **Standards on Auditing** and **CARO 2020**
- Drafting and follow up on queries noticed during audits.
- Gained experience in Direct taxation by **Filling of Income tax returns**, worked on **Tax Audit Reports** (3CA,3CD) and **TDS compliance**.
- Reviewed **secretarial records**, **statutory dues** like GST, TDS, PF, ESI, and compliance with laws and regulations
- Obtaining and renewal of **IEC** (Import-Export code) from **DGFT**.
- Performed **testing of areas** like revenue, operating expenses, fixed assets, cash & bank, accounts payable & receivable including **ageing analysis**, investments, borrowings, payroll JV testing, analysing **variances** w.r.t. previous year, **ledger scrutiny**, **vouching** of journals
- Review & **finalisation of books of accounts**. **Preparation of Financial Statements** including notes to accounts, Bank Reconciliation, Trade Receivables ageing in accordance with Schedule III of the Companies Act, 2013
- Ensured **ROC compliances** comprising reporting of annual reports, registration, and return filing.
- Book keeping, prepared and maintained **Fixed Assets Register**
- GST Registration, filing GST returns (monthly and quarterly), GST Annual returns. Performed GST input and output reconciliations, worked on GST audits and ensuring compliance with GST Laws.

COMPUTER PROFICIENCY

- Have completed the AICITSS program (Advanced IT and MCS) conducted by ICAI
- Advanced knowledge of:
 - MS Office (MS Excel, MS Word, MS Power point, MS Access, etc.)
 - Tally Prime and Tally ERP 9
 - Spectrum
 - Clear Tax

Achievements

- **74%** in SPOM Set A (Corporate and Economic Laws)
- **68%** in SPOM Set B (Strategic Cost and Performance Management)
- Passed B. com with **first division**
- Cleared CA foundation with **distinction**
- Selected as the **prefect** for senior secondary department of school.
- Represented school at various **inter-school competitions**.
- Participated and won in various **sports competitions**.
- Participated and won in various singing competitions and annual day celebrations.
- Participated in various **Olympiads** (selected for National level in the Olympiad conducted by **BYJU's**).

Personal Strengths and Skills

- Ability to work in a dynamic environment.
- Ability to carry on responsibility well.
- Patience.
- Strong analytical skills, leadership, and supervisory skills.
- Problem solver.
- Multitasking ability.
- Optimum utilization of time and knowledge.
- Keen Learner.

Declaration

I hereby declare that all the information furnished above is true, correct and complete to the best of my knowledge and belief and I bear the responsibility for the correctness of the above-mentioned particulars.