

Executive Summary

Qualified Chartered Accountant seeking to leverage strong academic foundation and practical exposure gained during articleship to contribute effectively to a growth-oriented organization while enhancing professional skills.

Academic Qualifications

Course	Institution	Month- Year	Marks/Percentage	Remarks
CA Final	The Institute of Chartered Accountants of India	May- 2025	418/600	Passed with distinction
CA Intermediate		May- 2022	537/800	Exemption in 5 Subjects
CA Foundation		Dec - 2020	322/400	Passed with distinction
B.com (Honours)	Delhi University	2020-2023	6.932 CGPA	Passed with First Division
Class XII	RPVV, CBSE	2019-2020	96%	Highest marks in commerce
Class X	GBSSS, CBSE	2017-2018	89%	Secured Rank 2

Work Experience

S K Patodia & Associates LLP - Audit Assistant

Feb 2023 - Present

Statutory Audit/IFC/ Tax Audit Certification	<ul style="list-style-type: none">Performed 20 statutory audits for clients in manufacturing and trading sectors, in compliance with Accounting Standards (AS) and Ind AS, including companies with revenue exceeding ₹300 crore.Handled 10+ areas including Fixed assets, Purchases, Revenue from operation, Employee benefit expenses, Related party transactions and other key items during audit.Performed detailed examination and analytical review of financial statements to ensure adherence to GAAP, Schedule III, and CARO reporting requirements of various companies including PSU.Completed over 15 tax audits under Section 44AB of the Income Tax Act, 1961, for entities including large corporations with turnovers exceeding ₹250 crore.Conducted IFC audits to evaluate & verify the effectiveness of the Internal Financial Control System.Prepared MIS reports and conducted budgeting, forecasting, and cash flow analysis to support clients in strategic financial planningScrutinized accounting records, verified PPE & physical verification of Inventory for statutory audit.Drafted audit reports, including summarizing findings, highlighting key issues, and providing recommendations for improvement.Special assignment and other certificate assignment at IFCI Ltd. for govt. scheme.
Other Work Performed	<ul style="list-style-type: none">Prepared Risk and Control Matrices (RACM) and Standard Operating Procedures (SOPs).Led procurement audit engagements for NTPC.Handled income tax return (ITR) filing for corporate and non-corporate clients.Managed multiple government and special assignments delivering reports with actionable outcomes.

Deloitte Haskins & Sells LLP - Audit Assistant

Oct 2022- Feb 2023

Internal Audit	<ul style="list-style-type: none">Conducted internal audits covering treasury operations and financial reporting processes, ensuring accuracy, compliance, and internal control effectiveness.
Physical Verification	<ul style="list-style-type: none">Managed and executed PAN India inventory physical verification (PV) across multiple partners locations, ensuring stock accuracy and adherence to company policy.

Technical & Soft Skills

- Proficient in MS Office (Excel, Word, PowerPoint) and practical experience using **SAP**, Microsoft Navision, and Tally.
- Skilled in **AI tools for finance** (ChatGPT, Excel AI, Copilot) to analyze data, generate insights, and automate reporting
- Data analysis, report preparation, and process documentation for audit and compliance requirements.
- Preparation and analysis of financial statements as per applicable accounting standards.

Achievement & Certification

- Awarded for academic excellence for three consecutive years in 2018, 2019 & 2020.
- Earned a performance award for impactful participation in a skit conducted as part of ICAI's cultural segment.
- Pursuing a certification in Advanced Excel through Udemy under Kyle Pew.