

# **CA POONAM JAIN**

**(DISA, M.Com)**

● Flat No. 501, 'O' Block, Rishabh City Prime, Durg, Chhattisgarh  
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## **Professional Summary**

Experienced Chartered Accountant with over 10 years in accounting, taxation and auditing, including financial statement preparation, tax compliance, and regulatory reporting. Expert in executing audits, maintaining statutory books of accounts, and liaising with government departments. Highly proficient in Tally and other accounting software with a track record of improving financial operations and ensuring compliance.

## **Core Competencies**

- Accounting & Financial Statement Preparation
- Direct & Indirect Taxation (GST, Income Tax)
- Internal & Statutory Audits
- Compliance & Regulatory Reporting
- RERA Compliance
- Accounts Payable & Receivable Management
- Tally Accounting Software
- Company Law Matters & Documentation

## **Professional Experience**

### **Accounts & Finance Manager**

BSBK & Biltech Group – Bhilai, India | Dec 2013 – Present – Associated with the group from December 2013 and handling the Accounts, Taxation, Compliance, Audit, Returns and Assessment:

- Conducted and supported statutory, financial, GST, and compliance audits.
- Maintained books of accounts for corporates, firms, and individuals in Tally.
- Handled income tax return filing and assessments across entity types.
- Finalized financial statements and ensured statutory compliance.
- Filed GST returns (monthly/annual), performed reconciliations and managed audits.
- Managed RERA registration and timely compliance submissions for projects.
- Drafted reports and documentation for financial institutions and government departments.
- Suggested improvements in financial processes and internal controls.

## Articleship

Harsh Jain & Associates – Durg | Aug 2010 – Aug 2013

## Educational Qualifications

*Currently Pursuing IND AS Certification Course from ICAI*

DISA – ICAI (2017) – 60%

CS Executive – ICSI (2015) – 487/700 – **First Attempt (AIR-19)**

CA Final – ICAI (2013) – 419/800 – **First Attempt**

CA IPCC – ICAI (2010) – 233/400 & 186/300 – **First Attempt**

CA CPT – ICAI (2009) – 153/200 – **First Attempt**

M.Com – Pt. Ravi Shankar Shukla University (2017) – 53.2%

B.Com – Pt. Ravi Shankar Shukla University (2009–2012) – 72.83% (Final Year)

XII – CBSE (2009) – 88.4%

X – CBSE (2007) – 89%

## Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge.

Date: 13.05.2025