

CA SUNIL KUMAR

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Address: Sector 40, Gurugram, Haryana
Date of Birth: February 17, 2000

CAREER OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, where I can fully utilize my technical skills while adding value to the success of the organization and my own professional growth.

PROFESSIONAL QUALIFICATION

Examination	Institute	Year
CA-Final (Group II)	The Institute of Chartered Accountants of India	May 2025
CA-Final (Group I)		May 2024
CA-Inter (Group II)		May 2023
CA-Inter (Group I)		Nov 2019
CPT		July 2017

ACADEMIC QUALIFICATION

Examination	School	Board	Year
Higher Secondary	B.M.S.S, School, Sirsa	HBSE	2017
Secondary	B.M.S.S. School, Sirsa	HBSE	2015

PROFESSIONAL EXPERIENCE

Tag Advisors & Co. LLP, Chartered Accountants
(Indirect Tax and Audit, Article Trainee)

[Feb 2020 - Feb 2023]

- ❖ Conducted Special Audit under Section 66 of the CGST Act, 2017, identifying and addressing deviations through data analysis.
- ❖ Independently managed GST compliance, including Annual return filing (9 and 9C), GSTR1, GSTR3B preparation and filing, and ITC reconciliation.
- ❖ Handled GST Registration, amendments, and ITC-04 filings for manufacturing industries.
- ❖ Managed various critical aspects of auditing, including Bank Reconciliation Statements (BRS), purchase analysis, analysis of accounts receivable (AR) and payable (AP) aging, and conducting inventory counts.
- ❖ Engaged in tax audit assignments for individual clients and partnership firms across various sectors.
- ❖ Took part in the physical verification of inventory and cash in case of Bank Audit.
- ❖ Prepared LFAR (Long Form Audit Report) filings, while also contributing to audits for Punjab National Bank and independently conducted concurrent audits of Canara Bank branch.
- ❖ Developed strong client relationships through effective communication and timely project execution.

SGAS & Co. LLP, Chartered Accountants
(Account & Taxation Executive)

[June 2023 – July 2024]

- ❖ Handled US accounting and payroll processes for IT services and IT staffing companies, ensuring compliance.
- ❖ Managed end-to-end bookkeeping, payroll execution, and financial reporting for clients in the US-based technology and recruitment sectors.

TECHNICAL SKILLS

- ❖ GST Compliance and Audit Procedures.
- ❖ Tally Prime and QuickBooks.
- ❖ MS Excel, Word and PowerPoint.
- ❖ Bank Audit (LFAR, Cash & Inventory Verification).

SOFT SKILLS

- ❖ Strong Analytical and Problem-Solving Skills.
- ❖ Effective Communication and Interpersonal Skills.
- ❖ Time Management and Multi-tasking.