

**BHARTI BAJAJ**

**Chartered Accountant | B. Com**

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## Professional Profile

A qualified professional with comprehensive experience in Audit and Assurance, specializing in Internal and Statutory Audits across diverse sectors including Manufacturing, Services, and Gaming. Skilled in drafting Standard Operating Procedures (SOPs), evaluating internal controls, and assessing process implementation. Proven ability to lead assignments, manage teams effectively, and ensure timely and accurate deliverables.

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## Work Experience

### **Article Intern at Incorp Advisory Services Private Limited**

- Led internal audit engagement for clients across manufacturing, service and gaming Sector.
- Assisted Statutory audit engagement independently ensuring adherence to accounting standards and audit procedures of manufacturing and gaming sector companies having turnover exceeding 30 crores.
- Executed Stock Audits, Fixed Asset Verifications, and Year-End Financial Audits, ensuring compliance with regulatory standards and accuracy in financial reporting.
- Assisted in preparation and filing of GSTR-1, GSTR-3B, and annual return (GSTR-9) for clients across manufacturing company having turnover exceeding 500 crores.
- Conducted GST reconciliations (Books vs. GSTR-2A/2B/3B) to identify and resolve mismatches in ITC and worked on ITC eligibility and RCM Compliance.
- Assisted in IFC audit processes with basic involvement in reviewing and preparing Risk and Control Matrices.
- Practical understanding of import-export documentation, ERF workings, and transaction
- Hands-on experience in ensuring compliance with key labour laws, including EPF, ESIC, and Professional Tax regulations.
- Conducted inventory audit and valuation for large-scale entities with turnover above ₹500 crores.

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## Education Qualifications

- **Chartered Accountant** – The Institute of Chartered Accountants of India (May 25)
- **Bachelor of Commerce** -C.H.M College (2023)-CGPA: 9.39
- **H.S.C-** C.H.M College (2020) – 88.77%
- **S.S.C-** St. Joseph's Bethany Convent School (2018) – 94.00%

## **Skills and Competencies**

- Served as a Team Lead for end-to-end audit execution, including planning and final reporting.
  - Possess strong accounting knowledge with working proficiency in Tally ERP and Microsoft Office applications (Excel, Word, PowerPoint) for effective financial analysis, reporting, and audit documentation.
  - Comprehensive understanding of financial reporting practices, internal control mechanisms, and auditing techniques
  - Fluent in English, Hindi and Sindhi
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## **Achievements and Recognitions**

- Awarded '**Value Champion Leadership Award**' at Incorp Advisory, 2024, for outstanding leadership performance.
- Recognised with Internal INCI appreciation awards for drafting comprehensive SOPs on GST Compliance processes covering major sectors.