


# Saurabh Agrawal

## Chartered Accountant

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 [Saurabhagrawal331@gmail.com](mailto:Saurabhagrawal331@gmail.com)

### PROFESSIONAL QUALIFICATION

#### INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

**MAY 2025**

**CA Final Group I**

Passed with an aggregate of 55.67%

**MAY 2023**

**CA Final Group II**

Passed with an aggregate of 60.25%

**NOVEMBER 2020**

**CA Intermediate Group II**

Passed with an aggregate of 53.67%

**NOVEMBER 2018**

**CA Intermediate Group I**

Passed with an aggregate of 50%

**DECEMBER 2016**

**CA CPT**

Passed with an aggregate of 62%

### ACHIEVEMENTS & AWARDS

- Exemption in DT, IDT, E-Law and SFM in CA Final.
- Exemption in Advance Accounts and Taxation in CA Intermediate.
- Participated in Drama, Dancing and Various Competitions organized by school.
- Participated in Badminton, and Athletics Events conducted by ICAI.

### KEY SKILLS

- MS Office Suite
- Working experience of Tally & BUSY
- Web E-Tax, Clear Tax & Tax cloud
- Comp-Tax
- Flexible and Adaptable
- Ability to work in team as well as individual
- Sincerity towards work, regular and punctual

### EXPERIENCE

**SEPTEMBER 2019 – SEPTEMBER 2022**

**JM & Associates, Delhi – Article Assistant**

#### Accounts & Auditing

- Fair knowledge of preparation and maintenance of statutory books of accounts and administering the finalization of financial statements.
- Preparation and presentation of financial statements as per Schedule III of Companies Act, 2013.
- Experience in reconciliations and filing of GST Annual returns and GST Audit.
- Active member in the internal audit team of “Church Auxiliary for Social Action” a Non-Profit Organization & “Delhi Cooperative Housing Finance Corporation Limited”
- Active member in the Concurrent audit team of “Punjab National Bank, State Bank of India,
- Assisted in finalization of Tax audit reports and Statutory Audits of various entities viz Urbanac Projects Private Limited, Eazy Diner Private Limited” other entities. etc.

#### Company Law and ROC Compliances

- Preparation and filing of annual compliances of Companies and LLPs
- Fair knowledge of the process of company and LLP incorporation and filing of other matters like director change, address change with the Registrar of Company.

#### Income Tax Returns, Assessments and Appeals

- Assisted in filing of Individual & Company Income-tax returns.
- Assisted in filing of appeal with Commissioner of Income-tax (Appeals).
- Fair knowledge and experience in handling assessment proceedings under section 142 (1) of Income Tax Act, 1961.

### EDUCATION

S. No.	Year	Qualification	University	Percentage
1.	2022	M.com	DBRAU	50.9%
2.	2020	B.com	DBRAU	57.94%
3.	2016	XII	CBSE	80.5%
4.	2014	X	CBSE	6.9 CGPA

### PERSONAL DETAILS

Father's Name: D. C. Agrawal

Languages known: Hindi & English

Nationality: Indian

DOB: 13<sup>th</sup> March 1999

Interests: Listening music, Browsing the internet & watching movies.