

CA Kavleen Kaur

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ABOUT ME

I am a qualified Chartered Accountant with a solid background in taxation and a strong passion for continuous learning. I enjoy taking on new challenges that help me grow and expand my knowledge. I am always eager to explore new areas, apply my skills in practical ways, and contribute meaningfully to the organization. I focus on delivering results that align with business goals and believe in making a real impact through my work. I am committed to giving my best, working well in teams, and learning at every step.

EDUCATIONAL QUALIFICATIONS

COURSE	YEAR	INSTITUTION	MARKS
CA Final	Nov 24 & May 25	ICAI	326/600
CA Intermediate	Dec 2021& July 21	ICAI	431/800
CA Foundation	Nov 2019	ICAI	242/400
B.COM.	2019-2022	Lucknow University	66.54%
Class XII (ISC Board)	2019	Spring Dale College, Lucknow	85.25%
Class X (ICSE Board)	2017	Spring Dale College, Lucknow	87.2%

WORK EXPERIENCE

Manager at Asija and Associates LLP, Lucknow

June'2025 – June'2025

Assignments related to Audits:

1. Worked on Market Discipline Audit in Automobile Sector:
A. Collected, compiled, and interpreted data received from all showrooms and analyzed the data to identify trends, discrepancies, and key performance indicators.
B. Prepared comprehensive reports based on showroom data and shared key observations and actionable insights with relevant stakeholders.

Articled Assistant at Asija and Associates LLP, Lucknow

Apr'2022 – Apr'2025

Assignments related to Indirect Taxation:

1. Advisory & Consultancy in GST
A. Provided advisories on various matters to the manufacturing clients, UIN organizations, etc
B. Further, the scope of work as a GST Consultant also included assistance to the internal tax team of the clients in developments of SOP's relating to self invoicing in case of RCM, e-invoicing, e - way bill.
2. GST Compliances
A. Filed returns like GSTR-1/IFF, GSTR-3B, GSTR-4, GSTR-7, GSTR-8, CMP-08, GSTR -9, GSTR-9C, GSTR-10 and GSTR 11.
B. Generated e-invoices for the tax compliance purpose for various entities
C. Performed comprehensive GST reconciliations, identifying discrepancies and ensuring accurate tax reporting
D. Drafted and shared latest notifications, circulars, instructions or orders (if any) issued by CBIC

to the clients

3. Refunds under GST

- A. Worked on and filed refund applications u/s 54 (2) of CGST Act, 2017 for UIN entities for the state of Uttar Pradesh and Bihar

4. Litigations in GST

- A. **Before the Appellate Authority** - Drafted appeals to be presented before the Office of the Commissioner (Appeals) / Joint Commissioner (Appeals) u/s 107 of the CGST Act, 2017 and the rules made thereunder against the orders issued u/s 73, 74, 129 of the CGST Act, 2017.
- B. **Before the Adjudicating Authority** - Drafted replies to intimations / notices issued u/s 61/ 65 / 73 / 74 of the CGST Act, 2017

5. GST Registrations

- A. Various GST Registrations like regular scheme, composite taxpayer, e-commerce operator
- B. Drafted responses w.r.t the notices issued for the GST Registrations
- C. Worked on Cancellations or Revocation of cancellations of GST Registrations

EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

1. Drama & Cultural Activities

- A. Secured 1st position in 'Dumb Charades' at **IGNITE 2024 – Youth Fest organized by ICAI, Lucknow**.
- B. Won multiple prizes and medals in cultural and sports events organized by the Lucknow Branch of ICAI on CA Day.
- C. Awarded Certificate of Participation for 'CONSTANTIA', an inter-school cultural programme held at La Martiniere College, Lucknow.

2. Miscellaneous Achievements

- A. Received Certificate of Appreciation for presenting a PowerPoint on OIDAR at Affice.
- B. Served as Leader of the ECO Club in school, promoting environmental awareness and initiatives.
- C. Achieved prizes in school-level sports competitions, including Sprints, Relay Race, and Javelin Throw.