

PROFESSIONAL & ACADEMIC QUALIFICATIONS

Course/Examination	Institution	Year	Marks	Remarks
CA Final	The Institute of Chartered Accountants of India	May'25	339/600 (56.50%)	Exemption in 4 subjects
CA Intermediate	The Institute of Chartered Accountants of India	Nov-23	438/800 (54.75%)	Exemption in 4 subjects
M.com (Distance learning)	Punjabi University Patiala	2021-2023	7.00 CGPA	Pass with division
B.Com (Regular)	Ripu Daman College, Nabha	2018-2021	2392/3100 (77.00%)	Pass with First division
PSEB (Class XII)	Govt. Sr. Sec. School Nabha	2017-2018	573/650(88.15.00%)	A+ Grade in all Subjects

WORK EXPERIENCE

Article Assistant at B.S. Goyal & Co., Nabha District Patiala

(sept'21 to sept'24)

Taxation	<ul style="list-style-type: none"> Conducted Tax Audits under section 44AB, managing income computation for various corporate clients Prepared & Filed Replies for litigation cases under Income Tax Act, 1961 Preparation and filing of TDS Returns for various entities Filing of Income Tax Returns for Individuals, Company and Partnership firm Filing of 10A/10AB Forms for Trusts, Educational Societies availing under section 12A of Income Tax Act, 1961 Carried out efficient and timely filing of GST return, (including GSTR-1, 3B and GSTR4) to meet statutory deadlines Ensured effective GST Compliance including ITC reconciliations per rule 42& 43. Provided advisory services regarding claiming of input tax credit on various transactions . Managed the filing of more than 100 annual return (GSTR-9) and involved in reporting under GSTR-9C. Played a pivotal role in the resolution of GST disputes , liaising with tax authorities and stakeholders to reach outcomes & succesfully handled and resolved a range of GST- related cases. Applied (GST Refund) of tax paid under inverted duty tax structure and zero rated without payment of tax.
Audit & Assurance	<ul style="list-style-type: none"> Managed & Conducted Statutory & tax audits for Private limited Companies, Partnership firms, and Proprietorships involved in businesses related to TMT bars, Combines, Petrol filling Stations, Hotels, Hospitals etc. Performed stock audits for various corporate & other clients which involves Physical verification of inventory, PPE & other assets. Analise & Prepared Financial Statement & Notes to Accounts including scrutiny of ledgers. Finalization of Audit Reports including compliance with requirements of CARO Reporting. Involve in revenue Bank audit in coordination with the audit team.
Other Ancillary activities	<ul style="list-style-type: none"> Managed month-end close process, including preparation of financial statements and variance analysis. Scrutinized ledgers, reconciled debtor and creditor balances, vouched income & expenditures. Preparation of Net worth Certificates, Projects Report, Book keeping and other Certifications Works. Preparation & Filing of various MCA Forms and compliance with annual requirement as per Companies Act 2013. Preparation and submission of " SFT" Forms Preparation and submission of Forms 15CA/CB Preparation of various reports like Project Report, Projected Balance Sheet and Credit Monitoring Arrangement (CMA) Data. Preparation of Net Worth for Bank Finances & Embassies for various clients. Assisted in Registering Partnership Firms under "THE INDIAN PARTNERSHIP ACT, 1932".

OTHER SKILLS & ACHIEVEMENTS

IT skills and proficiency	<ul style="list-style-type: none"> MS Office Skills (MS- Excel and Word) Working knowledge of accounting software - Tally, Busy, Smart Tax, Smart TDS etc.
Additional skills & achievement	<ul style="list-style-type: none"> Team leader at various events at school. Completed Advanced IT Course and GMCS course organized by ICAI & Successfully completed 100 hours of Information Technology Training in accordance with the requirements of "The Institute of Chartered Accountants of India
Hobbies	<ul style="list-style-type: none"> Travelling, Cooking, & Exploring New Fields.