

EDUCATION

Course	Year	Institution	Score	Remarks
CA Final	May 2025	ICAI	353/600	Exemption in IBS, Direct & Indirect Taxation
B. Com	2024	Kurukshetra University	1192/1800	First Division
Class XII	2019	CBSE	95%	Secured 1st Position
Class X	2017	CBSE	CGPA 9.2	Secured A1 grade in Science

WORK EXPERIENCE

Article Assistant

A P M B & Associates, Yamuna Nagar, Haryana

Jan 2022 Jan 2025

Yamuna Nagar, Haryana

Taxation

- Managed end-to-end **assessment proceedings**, including client representation and coordination in **faceless assessments** involving cases up to ₹20 crores.
- Conducted **Tax Audits u/s 44AB**, preparing Form **3CB/3CD** with focus on disallowances, depreciation, advance tax, and TDS for clients with **₹10–50 Cr turnover**.
- Successfully drafted and submitted over **10 Appeals before the Commissioner of Income Tax (CIT Appeals)**, achieving favorable outcomes in tax litigation cases for a majority of clients.
- Filed over **150 Income Tax Returns**, implementing tax planning strategies to optimize liabilities and ensure regulatory compliance.
- Filed GST Annual Returns (**GSTR-9**) and Reconciliation Statements (**GSTR-9C**), calculated and reconciled output tax liability, input tax credit (ITC), tax payments, and carry-forward adjustments, adhering strictly to GST regulations.
- Executed GST compliance tasks including **monthly return filings** (GSTR-1, GSTR-3B), and resolved **discrepancies** between **GSTR-2A/2B and GSTR-3B**, ensuring accurate tax reporting.
- Managed **departmental notices** and reconciled financial records with tax returns, providing **actionable advisory notes** to clients on indirect tax compliance.

MCA Compliance and Other Areas

- Drafted and finalized **Balance Sheet, Profit & Loss Account**, and Notes to Accounts in compliance with **Schedule III of the Companies Act, 2013** and filed AOC-4 and MGT-7A using MCA V3 portal.
- Handled **company incorporation** and **MCA compliance**, including **MOA/AOA** drafting, filings, Director KYC, and **statutory disclosures**.
- Developed **forward-looking financial statements** based on strategic assumptions and expected management actions to support **forecasting and planning**.
- Built and sustained **client relationships** by providing prompt and professional responses to inquiries, enhancing **client satisfaction and retention**.

HONORS & AWARDS

- Certified - Direct and International Taxation Master Class (CA Monk)**: Covering Merger and Acquisition Taxation, Transfer Pricing, Chargeability, Capital Gains, and Tax Litigation Procedures
- Market Place Simulation – Virtual Corporate Strategy** : Played a well-known market place simulation where led a team of 20+ members and took virtual business decisions in different phases of business which are startups and expansion of business.
- Certified by ICAI Dubai Chapter** for excellence in typing skills and performance.
- Awarded NISM certification by SEBI** – Authorized Body, validated understanding of capital market structure and compliance.
- Undertook **Finance Master Class** (14 Hours), Conducted by CA Monk.

EXTRA-CURRICULAR ACTIVITIES

- Appointed as **Head Girl for academic excellence and leadership skills**, led the student council, made **key decisions** and successfully organized major school functions.
- Proficient in accounting and Income Tax software such as **Tally Prime** and **Relyon Saral**.
- Consistently appointed **Class Monitor for four years**, showcasing reliability, **time management, and rule adherence**.
- Demonstrated proactive learning by engaging in **specialized training** sessions and **certifications to enhance domain expertise** and practical skills.
- Secured **1st Position** in Inter School Quiz competition.
- Skilled in **Microsoft Office** suite: Excel, Word, and PowerPoint.