

## Executive Summary

Qualified Chartered Accountant seeking to leverage strong academic foundation and practical exposure gained during articleship to contribute effectively to a growth-oriented organization while enhancing professional skills.

## Academic Qualifications

Course	Institution	Month- Year	Marks/Percentage	Remarks
CA Final	The Institute of Chartered Accountants of India	May- 2025	418/600	Passed with distinction
CA Intermediate		May- 2022	537/800	Exemption in 5 Subjects
CA Foundation		Dec - 2020	322/400	Passed with distinction
B.com (Honours)	Delhi University	2020-2023	6.932 CGPA	Passed with First Division
Class XII	RPVV, CBSE	2019-2020	96%	Highest marks in commerce
Class X	GBSSS, CBSE	2017-2018	89%	Secured Rank 2

## Work Experience

### S K Patodia & Associates LLP - Audit Assistant

Feb 2023 - Present

Statutory Audit/IFC/ Tax Audit Certification	<ul style="list-style-type: none"><li>Performed <b>20 statutory audits</b> for clients in manufacturing and trading sectors, in compliance with Accounting Standards (AS) and <b>Ind AS</b>, including companies with revenue exceeding ₹300 crore.</li><li>Handled 10+ areas including Fixed assets, Purchases, Revenue from operation, Employee benefit expenses, Related party transactions and other key items during audit.</li><li>Performed detailed examination and <b>analytical review</b> of financial statements to ensure adherence to <b>GAAP, Schedule III, and CARO</b> reporting requirements of various companies including PSU.</li><li>Completed over 15 tax audits under <b>Section 44AB of the Income Tax Act, 1961</b>, for entities including large corporations with turnovers exceeding ₹250 crore.</li><li>Conducted <b>IFC audits</b> to evaluate &amp; verify the effectiveness of the Internal Financial Control System.</li><li>Prepared <b>MIS reports</b> and conducted budgeting, forecasting, and cash flow analysis to support clients in strategic financial planning</li><li>Scrutinized accounting records, verified PPE &amp; <b>physical verification</b> of Inventory for statutory audit.</li><li>Drafted <b>audit reports</b>, including summarizing findings, highlighting key issues, and providing recommendations for improvement.</li><li>Special assignment and other certificate assignment at IFCI Ltd. for govt. scheme.</li></ul>
Other Work Performed	<ul style="list-style-type: none"><li>Prepared Risk and Control Matrices (RACM) and Standard Operating Procedures (SOPs).</li><li>Led procurement audit engagements for NTPC.</li><li>Handled income tax return (ITR) filing for corporate and non-corporate clients.</li><li>Managed multiple government and special assignments delivering reports with actionable outcomes.</li></ul>

### Deloitte Haskins & Sells LLP - Audit Assistant

Oct 2022- Feb 2023

Internal Audit	<ul style="list-style-type: none"><li>Conducted internal audits covering treasury operations and financial reporting processes, ensuring accuracy, compliance, and internal control effectiveness.</li></ul>
Physical Verification	<ul style="list-style-type: none"><li>Managed and executed PAN India inventory physical verification (PV) across multiple partners locations, ensuring stock accuracy and adherence to company policy.</li></ul>

## Technical & Soft Skills

- Proficient in MS Office (Excel, Word, PowerPoint) and practical experience using **SAP**, Microsoft Navision, and Tally.
- Skilled in **AI tools for finance** (ChatGPT, Excel AI, Copilot) to analyze data, generate insights, and automate reporting
- Data analysis, report preparation, and process documentation for audit and compliance requirements.
- Preparation and analysis of financial statements as per applicable accounting standards.

## Achievement & Certification

- Awarded for academic excellence for three consecutive years in 2018, 2019 & 2020.
- Earned a performance award for impactful participation in a skit conducted as part of ICAI's cultural segment.
- Pursuing a certification in Advanced Excel through Udemy under Kyle Pew.