

## Professional Summary

Chartered Accountant with extensive exposure in **Direct and Indirect Taxation, Financial Reporting, Auditing, and Regulatory Compliance**. Recognized for strong analytical & problem-solving abilities, meticulous attention to detail and the ability to work both independently & collaboratively. An adaptable and proactive professional, committed to contributing in a growth-oriented environment and delivering high-quality outcomes in challenging finance roles.

## Work Experience

- **UP SLDC Ltd. | Accountant (Pro-Bono) | May 2023 – July 2024**
  - Prepared quarterly and annual financial statements in compliance with **IND AS** requirements.
  - Facilitated statutory and CAG audits, coordinated with auditors and compiled audit-ready documentation, resulting in streamlined audit closures.
  - Supported monthly and annual GST, TDS, and Income Tax filings through data preparation, reconciliation, and documentation ensuring timely compliance with tax laws.
  - Performed detailed review of accounting vouchers and invoices to ensure accuracy, completeness, and alignment with internal controls, SAP data integrity and tax regulations.
  - Assisted in the preparation of operating and capital expenditure budgets based on historical data, departmental inputs and organizational goals.
  - Reconciled inter-company and inter-unit balances, enhancing ledger accuracy & financial reporting integrity.
- **Rajeev Nandan & Co. | Article Assistant | February 2020 – March 2023**
  - Filed 150+ GST returns (GSTR-1, GSTR-3B, GSTR-9) for diverse clients including pharmaceutical, FMCG companies ensuring data validation, Input Tax Credit reconciliation, and resolving portal-related queries.
  - Handled GST notice responses and reconciliations, including **GSTR-2A/2B vs. GSTR-3B mismatches**, through vendor coordination and updated accounting records.
  - Prepared and filed Income Tax Returns (ITRs) for individuals (salaried/professionals), partnership firms, private limited companies, and charitable trusts, under applicable sections of the Income Tax Act.
  - Drafted timely and detailed responses to income tax notices and assessments, providing supporting documentation and clarification as required by authorities.
  - Conducted Tax Audits for Hindustan Aeronautics Limited (HAL) and other corporate clients in compliance with Income Tax Act provisions.
  - Led the statutory audit of a private advertising company and contributed to the audit of entities like UPDESCO, Canara Bank, Indian Bank and FMCG business. Responsibilities included audit planning, vouching, ledger scrutiny, compliance reviews, and audit documentation preparation.
  - Performed Internal Audit of Union Bank of India and Revenue Audit of Punjab National Bank.
  - Participated in audits for UPSTDC (Internal Audit) and UP Cooperative Bank (Stock Audit).
  - Assisted NGOs in obtaining Section 12A Registration and 80G Approvals.
  - Prepared Annual Financial Statements (including B/S, P/L, and Cash Flow Statements) for 10+ diverse entities as per AS & Ind AS.
  - Managed statutory filings with the Registrar of Companies (ROC), including forms such as AOC-4, MGT-7, and DIR-3 KYC ensuring compliance with Companies Act, 2013 and adherence to filing deadlines.

## Education

- Chartered Accountant | ICAI (May 2025)
- B. Com | Delhi University (2020)
- Intermediate (12<sup>th</sup>) | City Montessori School, Lucknow (2016)

## Skills

- |                                    |                              |                                   |
|------------------------------------|------------------------------|-----------------------------------|
| • Financial Reporting & Statements | • Auditing                   | • Budgeting & Forecasting         |
| • Indirect Taxation                | • Advanced Excel, PowerPoint | • Client Handling & communication |
| • Direct Taxation                  | • Tally, Marg, SAP           | • ROC/MCA compliance              |
| • Financial Management             | • Company & Economic Law     | • Record to Report (R2R)          |

## Certifications

- Power BI Micro Course (Basic)