

CA Kavleen Kaur

+91 9129219179 | kavleenk261@gmail.com | <https://www.linkedin.com/in/kavleen-kaur-417193252/>

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:

- Collected, compiled, and interpreted data received from all showrooms and analyzed the data to identify trends, discrepancies, and key performance indicators.
- 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

- Provided advisories on various matters to the manufacturing clients, UIN organizations, etc
- 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

- 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.
- Generated e-invoices for the tax compliance purpose for various entities
- Performed comprehensive GST reconciliations, identifying discrepancies and ensuring accurate tax reporting
- 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.