

Virendra Singh

Chartered Accountant

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SUMMARY

Chartered Accountant with hands-on experience in financial reporting, statutory audits, tax compliance (GST & Income Tax), and accounting operations. Skilled in financial analysis, audit documentation, and reconciliations. Known for a proactive mindset, problem-solving abilities, and a strong work ethic. Seeking challenging roles in finance, audit, or consulting domains.

EDUCATION

Chartered Accountancy	 May 2025
Institute Of Chartered Accountants of India	
Score: 345/600	
M.com	 2021
Jai Narain Vyas University, Jodhpur	
Score: 648/1000	
B.com	 2019
Jai Narain Vyas University, Jodhpur	
Score: 1012/1800	
12th	 2016
Board Of Secondary Education Rajasthan	
Score: 84.2	
10th	 2014
Board Of Secondary Education Rajasthan	
Score: 83.67	

- CERTIFICATIONS
- Finance Masterclass (14+ Hours) By CA MONK.
 - FP&A Masterclass(15+ Hours) By CA MONK.
 - Workshop on Generative AI Tools By SKILL NATION.
 - Undergoing Advanced Excel, Python, and Power BI Masterclasses.

- SKILLS
- Tally ERP & Tally Prime

M.S. Excel

M.S. Word

PowerPoint

SAG Genius

Problem Solving

Critical Thinking


Time Management


Budgeting & Forecasting

- LANGUAGES
- English
 - Hindi
 - Rajasthani


- EXPERIENCE
- Senior Audit Assistant


VIKAS MEHTA AND COMPANY

 Sep 2018 - Apr 2021

 JODHPUR
- (A well-established CA firm in Jodhpur serves over 250 clients)
- Articled Assistant

SCM ASSOCIATES

 Apr 2018 - Sep 2018

 JODHPUR
- (Renowned CA firm having over 35 years of experience with 3 Partners)
- Managed end-to-end accounting for multiple clients, including finalization of accounts, **TDS deduction**, vendor **ledger reconciliation**, and invoice verification, ensuring strong financial controls.
 - Conducted **aging analysis** and **GSTR-2A reconciliation**; resolved **GST mismatches** and supported audit documentation for accurate **financial reporting**.
 - Led **statutory** and **tax audits** for clients across manufacturing, trading, mining, and service sectors, ensuring timely preparation of **financial statements** as per **Companies Act**, **Accounting Standards (AS, IND AS)**, and **CARO** norms.
 - Performed **tax audits** under **Section 44AB of the Income Tax Act**; prepared **Form 3CA/3CB-3CD**, conducted **tax reconciliations**, and filed **Income Tax Returns (ITRs)** for **trusts, firms**, professionals, and individuals.
 - Executed **GST audits** under **Section 35(5) of the CGST Act** and filed **GSTR-9/9A/9C** under **Section 44(2)**, ensuring full-cycle **GST compliance**.
 - Handled **income tax** and **GST compliance**, including return filing, tax payments, **refund processing**, and advisory for various entities, improving **tax efficiency** and timely compliance.

- BUSINESS SIMULATION PROJECT
- Secured **1st position** in **Marketplace Simulation** (Top 10% globally) by developing a carbon cycle business over six quarters; led the **entire product lifecycle** through strategic decisions in **finance, production, design**, and **market research**.
 - Applied **investment analysis, budgeting**, and **financial forecasting** in a simulated international environment, enhancing entrepreneurial skills through hands-on experience in **financial execution, product differentiation, pricing strategy, capacity planning**, human resource management, and marketing.

- EXTRA-CURRICULARS
- Captained the school badminton team at the Provincial-Level Badminton Championship.
 - Served as Class Representative from Grade 6 to 12, demonstrating consistent leadership skills.
 - Secured 2nd Runner-Up position among 33 teams in the 2014 State-Level Quiz Competition organized by Bharat Vikas Parishad.
 - Volunteered with JEEV DAYA Foundation in animal care.

INTERESTS

Cooking, Gardening, Cricket, Badminton