

Udita Narang
(Chartered Accountant, CMA Finalist, B.com)

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Career Objective

Dynamic finance professional with hands-on exposure to taxation, auditing, GST, and compliance. Skilled in applying analytical and problem-solving abilities to improve financial accuracy, maintain regulatory compliance, and contribute to organizational success.

Work Experience

Organization Name	Designation	Period
S.P Goyal & Co. Hisar	Article Intern (Taxation and Auditing)	Aug 2019 to Jan 2022
	Paid Intern	Jan 2024 to Nov 2024

Area of work	Description of work
Direct Taxation	<ul style="list-style-type: none">✓ Prepared and filed Income Tax Returns of various assesses.✓ Preparation and filing of Form 3CA/3CB and 3CD under section 44AB of Income Tax Act, 1961 for various corporate and non-corporate entities.✓ Preparation of reply for Income Tax cases for regular and income escaping assessments.✓ Preparation and filing of Appeals with the CIT (Appeals).✓ Preparation and filing of Form 10B under section 12AB of Income Tax Act, 1961.✓ Filing of forms 15CA, 15CB, TDS & TCS Returns (24Q, 26Q, 26QB, 27EQ) and revised returns.
Auditing and assurance	<ul style="list-style-type: none">✓ Statutory Audit of various corporate involved in sectors like Lubricants manufacturing, Rice mills, Iron and Steel industry, Petrochemicals, Education Sector, Health care sector and others.✓ Statutory Audit of Bank branches.✓ Concurrent Audit of Bank Branches.
Indirect Taxation	<ul style="list-style-type: none">✓ Preparation of monthly GST returns-GSTR-1, GSTR-3B.✓ Preparation of annual GST returns-GSTR-9 and GSTR9C.✓ Filing of application for new registration ,amendment and cancellation etc.
ROC & Others	<ul style="list-style-type: none">✓ Certification relating to Turnover, Net worth.✓ ROC Annual Filings (AOC-4(including XBRL), MGT-7) and other ROC documents and forms such as DIR-12, MGT-14, SH-7 etc.✓ Society and firm registrations etc.

Education

Qualification	Institute/Board	Year	Result
Chartered Accountancy	The Institute of Chartered Accountants of India	May 2025(1st Group) May 2022(2nd Group) (CA FINAL)	174/300 201/400 >60 in 1 Subject
		July 2021 (2nd Group) Nov 2020(1st Group) (CA Intermediate)	248/400 257/400 >60 in 5 Subjects
Cost Management Accounting	The Institute of Cost Accountants of India	Dec 2023(Both Groups) (CMA Intermediate)	400/800
B.Com	Government College, Hisar (KUK)	2019	74.5%
Senior Secondary	C.B.S.E	2016	87.80%
Secondary	C.B.S.E	2014	9.2 CGPA

Skills and Abilities

- **Technical Skills:** Taxation (Direct & Indirect), Audit & Assurance, ROC Filings, Tally, Busy, MS Office, CompuTax
- **Soft Skills:** Analytical Thinking, Team Collaboration, Problem Solving, Communication
- **Additional Engagement: Freelance Faculty & Book Reviewer** – Paras Institute of Commerce, Hisar – Doubt solving & academic content reviewer for CA aspirants (5+ years).
- Coordinated, committed and envisioned personality.
- Quick learner, Dynamic, Inquisitive and Problem-solving Attitude.