

EDUCATION

COURSE	YEAR	INSTITUTION	MARKS	REMARKS
CA Final	May 2025	ICAI	53.33%	-
CA Inter	NOV 2022	ICAI	55.75%	Exemption in 3 subjects
CA Foundation	NOV 2019	ICAI	65.75%	-
B. Com.	2019-2022	DBRAU, AGRA	76.00%	-
Class XII	2019	UP Board (State Board)	75.00%	-
Class X	2017	UP Board (State Board)	83.00 %	-

WORK EXPERIENCE

<i>Articled Assistant at "Umesh Amita & Co.", Agra</i>	<i>Dec '22– Mar'25</i>
<i>Articled Assistant at " Anuj Bali & Co.", Gurugram</i>	<i>Mar'22– Nov'22</i>

Audit	Areas Covered in Banks
	<ul style="list-style-type: none"> • Ensure compliance with regulatory requirements and internal policies regarding Loans. • Verification of CASA • Income Leakage Identification and Prevention • Verification of Cash Retention Limit • Site Visit for Stock Count • LFAR Compliances • Verification of Khatauni (Land Records) to determine eligibility for agricultural loans
	Areas covered in Others
	<ul style="list-style-type: none"> • Verification of cash and bank, Trade Receivable including its ageing analysis • Verification of Revenue, Purchase, Operating expenses & Prepaid expenses • Checked inventory valuation as per AS 2/IND AS 2 and done their physical verification • Verification of statutory dues, Ledger Scrutiny • Checked Fixed assets and "Reconciliation of FAR with schedule and Trial Balance" • Assisted in Review of Trial balance • Verification of Log Books and Service Books • Contributed to CARO (Companies Auditor's Report Order) reporting by verifying compliance with statutory provisions, internal control systems, and optimal utilization of asset
Gst,Income tax and Others	<ul style="list-style-type: none"> • Assisted clients in obtaining GST registration and ensured compliance with GST laws • Preparation and filing of GST Returns (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C) and performed GST reconciliations with books of accounts • Filing of Income tax Returns of Individual, Firms and companies • Filed TDS returns (Form 24Q, 26Q) and conducted quarterly TDS compliance reviews. • Drafting of Notice for the Registration U/S 80G of the Trusts and Charitable Foundation • Conducted Tax Audits and prepared and filed Form 3CA/3CB and 3CD as per the requirements of the Income Tax Act • Major Compliance-related work involved – Incorporation of Companies, drafting different legal Documents like Incorporation Related Documents, Annual Filings of companies and LLP, and other related work • Prepared the books of accounts and Financial Statements for diverse clients, including Corporate Entities, Firms, Individuals, and Non-Profit Organizations as per Accounting Standards and Schedule III

Additional Information

Technical Skills	<ul style="list-style-type: none"> • Tally ERP 9 & Prime , MS Excel , MS word , MS Power Point , Quick Books • Knowledge of Corporate Laws and Ind-AS
Soft Skills	<ul style="list-style-type: none"> • Demonstrated ability to work independently and meet deadlines in a fast-paced environment • A Good Listener with analytical skills • Detail-oriented mindset with team management and Leadership
Hobbies	<ul style="list-style-type: none"> • Travelling , Dancing , Listening Music