

## EDUCATION

Institution	Year	Course	Marks	Remarks
ICAI	May 2025	CA Final	317/600	Secured 2 Exemption in CA final and 2 Exemption in CA IPCC
		CA IPCC	381/700	
		CA CPT	106/200	
PDUSU, Sikar	March 2019	B.Com	896/1800	
RBSE	March 2016	12th	380/500	86 Marks in Economics
RBSE	March 2014	10th	406/600	

## WORK EXPERIENCE

### Articleship Exposure:

**KA & co., Jaipur** – A boutique Chartered Accountancy Firm in Jaipur, offering personalized tax planning and corporate finance services.  
**Agarwal Mahesh & Co., Kolkata** – One of the most renowned CA Firm in Kolkata, well known for Statutory Audits, GST Audits, Tax Audits & Bank Audits.

Aug 2021 – Sep 2022

Sep 2022 – Sep 2024

### Auditing & Assurance:

- Audit of areas of **fixed asset, trade receivable, trade payable, cash & bank balances, revenue testing, expenses testing**
- **Led a team** of 5 Members to complete **Statutory audit** of various Private Limited Companies.
- Having good theoretical knowledge of **Ind AS**.
- Prepared **Form 3CA/CB and Form 3CD** for Companies, Partnership Firms and Proprietorship Firms.
- **Complied with CARO, 2020** reporting.
- Examined and **tested the accuracy and completeness of legal expenses** booked in the general ledger, identifying and resolving discrepancies
- **Reviewed the Accounting Policies** being followed by the Clients and ensuring that those accounting policies are in alignment with P.Y.
- **Defined** key processes for client communication on audit and taxation data, facilitating **effective communication**.
- Performed **vouching & verification** of Cash book, Bank Passbook, Sales register, Purchase register and Expense register Preparation of **Statutory Audit Report & Financial Statements** as per **Schedule III**.
- Successfully managed the **finalization of accounts**, improving **financial accuracy** and **reporting** Performed **ledger scrutiny** of accounts of various Private Limited Companies, Individuals, Partnership firms, LLP.
- Performed **external confirmation** with Debtors & Creditors & Conducted **physical verifications** of Plant & Machinery

### Direct Taxation:

- Assisted in preparation and filing of **Income Tax Returns** for individuals, partnership firms, LLPs, and companies.
- Prepared **Tax Audit Reports** (Form 3CA/3CB/3CD) under Section 44AB of the Income-tax Act, 1961.
- Computed **taxable income** considering deductions, exemptions, and adjustments as per Income-tax provisions.
- Verified compliance with **TDS provisions** including computation, deduction, deposit, and filing of quarterly TDS returns.
- Assisted in **responding to Income Tax Department notices** and preparing supporting documentation.
- Conducted preliminary analysis of **advance tax, self-assessment tax, and refund claims**.

### Indirect Taxation:

- Assisted in **preparation and filing of GST returns** (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C) for various clients.
- Performed **GST reconciliation** between books of accounts, GSTR-2A/2B, and filed returns.
- Verified **input tax credit (ITC) eligibility** and ensured compliance with GST provisions.
- Prepared **GST payment challans** and ensured timely deposit of tax liability
- Maintained records of **output tax liability, ITC, and adjustments** for audit purposes.
- Reviewed ITC taken u/s 16 & 17 and ITC Reversal as per **Rule 42 & 43** of the Act.

## CERTIFICATION, TECHNICAL & OTHER SKILLS

- Accounting Software : Tally Prime, SAP (Ongoing) & Alteryx course from CA Monk.
- Taxation Software: Compuoffice, & Spectrum for ITR Filings & TDS/TCS Returns & for GST Returns.
- Certifications & Training: Advance Excel course from CA Monk, Statutory Audit Masterclass from CA Monk.
- Good at communication skills, team work & adaptable to change & Building Client Relationship.

## HOBBIES

- Playing Cricket, Singing and Listening Music.

## LANGUAGES KNOWN

- Language Known : English, Hindi.