

## EDUCATION

Course	Year	Institution	Marks	Remarks
CA Final	May 2025	ICAI	314/600 (52.33%)	Cleared in Single attempt got exemption in 2 subjects and Achieved 74 Marks in SPOM Law Paper.
CA Intermediate-Group 2	Jan 2021	ICAI	210/400 (52.50%)	-
CA Intermediate-Group 1	May 2019	ICAI	201/400 (50.25%)	-
CPT	June 2017	ICAI	100/200 (50%)	-
B. Com.	2018-2020	INDIRA GANDHI NATIONAL OPEN UNIVERSITY	660/1200 (55%)	-
JKBOSE - Class XII	Dec 2016	GOVT. BOYS HIGHER SECONDARY SCHOOL HANDWARA	358/500 (71.60%)	-
JKBOSE - Class X	Dec 2014	AIIMS SECONDARY SCHOOL HANDWARA	338/500 (67.40%)	Achieved a perfect score (Grade Point 10/10) in Mathematics

## WORK EXPERIENCE

**Articled Assistant, Sushil Singh & Associates, Delhi**

**Jan 2022 – May 2024**

- Prepared books of Accounts & Financial Statements as per AS & Schedule III, including cash flow statement of Corporate Entities having turnover ranging from Rs.1 million to Rs. 500 million.
- Performed statutory audit of Private Companies operating in Manufacturing, Automotive sector, Education Sector having turnover up to 200 crores.
- Contributed to internal audit engagements for a multinational corporation (MNC) and a university, assisting in the evaluation of internal controls and compliance.
- Assisted in the execution of tax audits for a diverse portfolio of corporate and non-corporate clients, contributing to compliance checks and the finalization of Form 3CD.
- Worked as part of a team on various operational audits, assisting with fixed asset verification and stock reconciliations for corporate clients.
- Prepared and filed over 100 diverse Income Tax Returns (ITRs) annually for companies, individuals and small businesses.
- Ensured accurate and timely GST compliance by conducting thorough audits, performing detailed reconciliations, and preparing and filing all required monthly and annual GST returns (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C).
- Managed the preparation and electronic submission of annual statutory returns for a portfolio of 10+ companies (MGT-7, MGT-9, AOC-4, ADT-1, DIR-12).
- Streamlined financial record-keeping for over 5 small business clients through precise opening balance reconciliations and expense tracking. Actively participated in a major company demerger project, notably by securing creditor confirmations and ensuring successful e-voting on designated dates. Additionally, drafted and prepared various regulatory certificates as part of a comprehensive intern role.

- Managed comprehensive tax compliance for individuals, proprietorships, and partnerships, including the preparation and filing of income tax returns and conducting thorough income tax audits.
- Oversaw end-to-end Goods and Services Tax (GST) compliance, encompassing the preparation and filing of GST returns and conducting detailed GST audits for a diverse client base.
- Developed financial projections and prepared financial statements crucial for loan disbursement and renewal processes, in addition to creating projections for the restructuring of loan accounts.
- Facilitated entity registrations for various compliances, including GST, Trust, and UDYAM, ensuring adherence to regulatory requirements.
- Executed diverse administrative and clerical tasks, contributing to efficient office operations and workflow.

## **ADDITIONAL SKILLS**

---

**Additional Skills:** Financial Reporting, Accounting, Auditing, Taxation, Tally Prime, Tally ERP 9, Cleartax, Compuoffice, Adaptability & Flexibility, Research and Analytical Skills.

**Certifications & Training:** Management & Communication Skills Course, Advanced Information Technology, Orientation Course, Information Technology, CCC Certificate.

**Languages:** English, Hindi, Urdu And Kashmiri .

**Hobbies:** Cooking, Travelling, Watching Sport.