

# MARIUM FATEMA

Chartered Accountant

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## EDUCATIONAL QUALIFICATION

Course	Term	Institution/Board	Result	Remarks
CA Final	May 2025	Institute of Chartered Accountants of India	62.33%	Exemption in 4 subjects (Cleared in 1 <sup>st</sup> Attempt)
CA Intermediate	May 2022		53.88%	Exemption in 2 subjects
CA Foundation	Nov 2020		59.50%	Scored 60+ in 3 subjects (Cleared in 1 <sup>st</sup> Attempt)
B. Com Honours	2020-2023	Shri Shikshayatan College (University of Calcutta)	8.52 CGPA	Secured A+ Grade
Higher Secondary	2020	Saifee Hall (ISC)	92.75%	Rank 4 in school
Secondary	2018	Saifee Hall (ICSE)	93.80%	Rank 2 in School

## WORK EXPERIENCE

Industrial Trainee, Bharat Petroleum Corporation Limited (Maharatna Company), Kolkata	19th April 2024 – Present
Domain	Work Description
Business Finance and Taxation, (Eastern Region)	<ul style="list-style-type: none"><li>Prepared quarterly financials for FY 2024–25 &amp; 2025–26, collaborated with auditors to streamline reviews and close audits efficiently.</li><li>Executed reconciliation of purchase data, enabling error-free issuance of C-Forms and F-Forms by proactively identifying and rectifying discrepancies across transaction records.</li><li>Developed comprehensive assessment working papers for 12 states and liaised with tax authorities to ensure timely closures with NIL demand.</li><li>Led end-to-end monthly and quarterly VAT and Sales Tax compliance, managing transactions exceeding INR 900 crore per month, ensuring adherence to statutory deadlines and minimizing risk exposure.</li><li>Analyzed legacy tax appeal cases under the Bihar Settlement of Taxation Disputes Act, 2024 to evaluate eligibility and financial viability, presented findings to the Head of Taxation, facilitating informed decision-making.</li><li>Supported tribunal-level litigation under Odisha VAT Act, contributing to 4 favorable outcomes and removal of INR 41 crore in contingent liabilities.</li><li>Conducted ageing analysis of vendor balances, security deposits, and retention money for HR, Legal, and Infra departments; identified long-outstanding entries and recommended write-offs, enhancing balance sheet accuracy and hygiene.</li></ul>
Article Trainee, JPNR Corporate Consultants (P. K. Gutgutia & Co, Kolkata)	26th September 2022 – 18th April 2024
Domain	Work Description
Indirect Taxation	<ul style="list-style-type: none"><li>Drafted replies to Scrutiny Notices u/s 61, Show Cause Notices u/s 73, Audit Objections and other communications issued by the tax authorities.</li><li>Prepared appeal documentation, including Statements of Facts, Grounds of Appeal, and written submissions for litigation matters.</li><li>Executed GST audit and prepared forms GSTR 9/GSTR 9C of coal company with a turnover of &gt; INR 2500cr, agrochemical company with a turnover of &gt; INR 2000cr and electronics retail company with a turnover of &gt; INR 1000cr.</li><li>Ensured timely monthly compliance by filing GSTR-1 and GSTR-3B for clients in the pest control and hospitality sectors.</li><li>Managed GST registrations and handled core/non-core amendment applications for multiple entities.</li><li>Processed GST refund claims, overseeing documentation and electronic filing of relevant forms.</li><li>Provided transactional advisory to client's queries arising under GST, as a comprehensive part of retainer agreement.</li></ul>
Internal Audit	<ul style="list-style-type: none"><li>Reviewed internal control processes, including Procure to Pay (P2P), balance confirmations, logistics, and transportation, identifying and addressing process gaps.</li><li>Conducted reconciliation of GST liability with books, validated e-way bill and e-invoicing compliance, and analyzed eligibility of ITC claimed.</li><li>Carried out inventory verification across locations and reconciled with books of accounts, to identify and resolve discrepancies.</li></ul>
Statutory Audit	<ul style="list-style-type: none"><li>Verified TDS deductions for applicable expenses, reconciled with Form 26AS and TDS returns to ensure compliance with Income Tax provisions</li><li>Supported statutory audit team in expense vouching, verifying interest income from investments, and reviewing ESIC &amp; PF compliance.</li><li>Conducted bank reconciliations by matching financial records with bank statements to identify and resolve discrepancies.</li></ul>
Miscellaneous	<ul style="list-style-type: none"><li>Ensured company law compliance in preparing and filing AOC-4, MGT-7 and 7A.</li></ul>

## EXTRA-CIRCULAR ACTIVITIES AND ACHIEVEMENTS

- Presented key Direct Tax amendments introduced in the Finance Act, 2024 to the BPCL finance team.
- Delivered a presentation on Notices under GST to junior article assistants and newly inducted managers in the litigation team at JPNR.
- Research and Development associate of Consulting Club, Shri Shikshayatan College.
- Active member of college and school debating and quiz teams; twice awarded Best Speaker in intra-school competitions.
- Elected Vice-Captain from over 1,000 students; served as School Prefect consecutively from Class 9 onwards.
- Awarded by Prabhat Khabar for excellent performance in 10<sup>th</sup> standard.
- Awarded by school for scoring 100/100 in Commercial Studies (Secondary) and highest in Economics (Higher Secondary)

## INFORMATION TECHNOLOGY AND SOFT SKILLS

Technical Skills	Microsoft Package (Excel, Word, PowerPoint), Tally, SAP, Microsoft Navision
Soft Skills	Strong analytical and problem-solving skills, Effective communication and collaboration abilities, quick learner and adaptable