

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 1st Attempt)
CA Intermediate	May 2022		53.88%	Exemption in 2 subjects
CA Foundation	Nov 2020		59.50%	Scored 60+ in 3 subjects (Cleared in 1st 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">Prepared quarterly financials for FY 2024–25 & 2025–26, collaborated with auditors to streamline reviews and close audits efficiently.Executed reconciliation of purchase data, enabling error-free issuance of C-Forms and F-Forms by proactively identifying and rectifying discrepancies across transaction records.Developed comprehensive assessment working papers for 12 states and liaised with tax authorities to ensure timely closures with NIL demand.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.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.Supported tribunal-level litigation under Odisha VAT Act, contributing to 4 favorable outcomes and removal of INR 41 crore in contingent liabilities.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.	
Article Trainee, JPNR Corporate Consultants (P. K. Gutgutia & Co, Kolkata)		26 th September 2022 – 18 th April 2024
Domain	Work Description	
Indirect Taxation	<ul style="list-style-type: none">Drafted replies to Scrutiny Notices u/s 61, Show Cause Notices u/s 73, Audit Objections and other communications issued by the tax authorities.Prepared appeal documentation, including Statements of Facts, Grounds of Appeal, and written submissions for litigation matters.Executed GST audit and prepared forms GSTR 9/GSTR 9C of coal company with a turnover of > INR 2500cr, agrochemical company with a turnover of > INR 2000cr and electronics retail company with a turnover of > INR 1000cr.Ensured timely monthly compliance by filing GSTR-1 and GSTR-3B for clients in the pest control and hospitality sectors.Managed GST registrations and handled core/non-core amendment applications for multiple entities.Processed GST refund claims, overseeing documentation and electronic filing of relevant forms.Provided transactional advisory to client's queries arising under GST, as a comprehensive part of retainer agreement.	
Internal Audit	<ul style="list-style-type: none">Reviewed internal control processes, including Procure to Pay (P2P), balance confirmations, logistics, and transportation, identifying and addressing process gaps.Conducted reconciliation of GST liability with books, validated e-way bill and e-invoicing compliance, and analyzed eligibility of ITC claimed.Carried out inventory verification across locations and reconciled with books of accounts, to identify and resolve discrepancies.	
Statutory Audit	<ul style="list-style-type: none">Verified TDS deductions for applicable expenses, reconciled with Form 26AS and TDS returns to ensure compliance with Income Tax provisionsSupported statutory audit team in expense vouching, verifying interest income from investments, and reviewing ESIC & PF compliance.Conducted bank reconciliations by matching financial records with bank statements to identify and resolve discrepancies.	
Miscellaneous	<ul style="list-style-type: none">Ensured company law compliance in preparing and filing AOC-4, MGT-7 and 7A.	

EXTRA-CIRRICULAR ACTIVITES AND ACHIEVEMENTS	
<ul style="list-style-type: none">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 10th 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