

# MONIKA SHARMA

## Chartered Accountant

2140, khajane walo ka rasta, Jaipur, Rajasthan, India, 302001

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### SUMMARY

Recently qualified Chartered Accountant with hands-on experience in statutory audits, tax audits, and internal controls during articleship at a mid-size CA firm. Assisted in financial statement preparation, ledger scrutiny, and audit documentation in compliance with Ind AS and Companies Act, 2013. Well-versed in Excel, Tally, and basic SAP functionalities.

### WORKING EXPERIENCE

- ❖ SGA, Jaipur Associate/ Analyst- statutory auditor, Nov,2023 -Oct,2024 .....
  - Conducted statutory audits in compliance with Companies Act and applicable auditing standards. Verified financial statements for accuracy, completeness, and compliance with Ind AS/IFRS.
  - Evaluated internal controls and identified areas of improvement.
  - Ensured compliance with statutory requirements including GST, TDS, and Income Tax.
  - Prepared audit reports and presented findings to senior management or clients.
  - Coordinated with clients for audit planning, execution, and finalization.
  - Maintained audit documentation as per SA 230 and other relevant standards.
  - Reviewed and analyzed financial records, ledger accounts, and trial balances.
  - Assisted in tax audits and filing of statutory returns when required.
- ❖ B. Khosla & co., Jaipur –Accounts & Finance, Jan, 2023-Oct, 2023 .....
  - Managed day-to-day accounting including AP, AR, bank reconciliations, and general ledger. Prepared and finalized Balance Sheet, Profit & Loss Account, and Cash Flow Statement in accordance with statutory requirements. Managed month-end and year-end closing processes with timely reporting
  - Handled GST & TDS, ROC compliance, filing returns and supporting tax audits.
  - Prepared and analyzed consolidated financial statements in compliance with AS/ Ind AS/ IFRS/ GAAP including revenue recognition, leases, and financial instruments.
  - Coordinated with clients and internal teams for closure of books of accounts and final audit adjustments.
  - Proficient in Tally ERP / SAP / QuickBooks / Zoho Books / Excel for accounting and reporting.
  - Experienced in using Excel functions like VLOOKUP, Pivot Tables, and financial modeling.
- ❖ 3 years Articleship Training, Bhrahm prakash mundra and co., Jaipur .....
  - Performed statutory and tax audits of clients across manufacturing, trading, and service sectors. Executed substantive testing, vouching, ledger scrutiny, and compliance checks as per audit program. Prepared audit documentation, working papers, and schedules for statutory audit.

### EDUCATION

- ❖ The institute of chartered accountant of india .....
  - Professional qualification,*
  - CA Final (secured- 55%) in May, 2025,
  - CA Inter (secured- 51%) in Nov, 2019,
  - CPT (secured- 52%) in May, 2017
- ❖ University of Rajasthan .....
  - Graduation,*
  - Masters of Commerce (secured -78%) in 2022,
  - Bachelor of Commerce (secured-62%) in 2020

## SKILLS

Accounting, Auditing and taxation .....	Tally ERP, SAP FICO, Quick book .....
GST and IT Act compliances .....	Strong work ethics .....
Time Management .....	Internal audit and statutory audit .....
MS office (advance excel, word, power point) .....	knowledge about GAAP/ IFRS/ Ind AS .....

## LANGUAGES

Hindi .....	❖❖❖❖❖❖	English .....	❖❖❖❖❖❖
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