

# Priyanka

Chartered Accountant

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## EDUCATION

Course	Year	Institution	Score	Remarks
Chartered Accountant	2025	ICAI, New Delhi	55%	IPCC- 2 Exemptions FINAL-2 Exemptions
Bachelor of Commerce	2018	D.A.V. (P.G.) College (HNBGU)	CGPA 6.18	A grade in three subject
Class XII	2015	Army School (CBSE)	80%	80+ in 2 subjects
Class X	2013	Army School (CBSE)	CGPA 7.4	-

## WORK EXPERIENCE

### Management trainee

Oct 2021 Jul 2022

Uttarakhand Jal Vidyut Nigam Limited (PSU, Dehradun)

- Finalization of **books of accounts** and preparation of schedules & notes to financial statements of UJVN Ltd.
- Prepared **Fixed Assets Register** for 24 units of UJVN Limited, ensuring accurate categorization and compliance with Ind accounting standards.
- Reconciled **monthly bank statements** for 24 units of UJVN Limited, identifying discrepancies and ensuring financial accuracy.
- Computed **advance tax liability** for UJVN Limited, optimizing tax planning and compliance.
- Attended one **income tax appeal hearing**.

### Articled Assistant

Jan 2021 Sep 2021

Verendra Kalra & Co., Dehradun (Leading CA Firm in Dehradun with 6 Partners, 150+ Clientele and 80+ employees offering a comprehensive range of services including assurance, corporate taxation, and advisory.)

- Led and conducted **Statutory Audits** of clients of diverse sectors including top 5 Educational Institutions, Hospitality Companies and Real Estate Companies with turnovers ranging from INR 30 Cr. to INR 80 Cr., resulting in 100% compliance with regulatory standards.
- Performed **vouching of expenses** to ensure accuracy, validity, and proper authorization of transactions and company guidelines.
- Conducted **Internal Financial Control assessments** for financial statements, coupled with an in-depth analysis of internal control, evaluating risks, examining the effectiveness of mitigating controls for a prominent wellness company.
- Prepared and presentation of **Financial Statements with Auditor's Reports** aligned with Schedule III of Companies Act, 2013.
- Prepared and **filed over 50 tax-related documents**, including ITRs, TDS Returns, Tax Audit Reports.
- Provided **taxation advisory services** to various clients, resolving their taxation-related issues and requirements.
- Managed **FCRA compliance** for 10+ clients, ensuring timely registration and annual return filings, which resulted in zero compliance issues.

### Articled Assistant

Jul 2019 Dec 2019

Hemant Arora & Co. LLP, Dehradun (A well-regarded multi skilled CA firm providing clients with a diverse array of industry-specific business solutions.)

- Prepared and filed **income tax and GST returns**, ensuring adherence to regulatory requirements and minimizing errors.
- Developed **Projected Financial Statements** for term loan applications, providing detailed financial analysis and projections.
- Performed detailed **ledger scrutiny** during statutory audits, identifying anomalies and ensuring compliance with accounting standards.
- Generated **ageing** schedules for overdue receivables and payables, facilitating effective tracking and resolution.
- Created and analyzed **MIS reports**, providing actionable insights for decision-making and performance improvement.
- Verified stock** at Hotel Madhuban, ensuring physical inventory alignment with book records and identifying discrepancies.

## SKILLS

**Software:** MS Excel, Word, PowerPoint, Tally ERP, SAP

**Professional:** Multitasking, Problem Solving, Analytical skills, Data analytics, Resolving diverse accounting and audit challenges

## EXTRACURRICULAR ACTIVITIES

- Generated knowledge-enhancing updates for newsflash subscribers during my articleship.
- Contributed to the review of website design and the creation of an alumni website for my articleship firm.