

JIYA KUMARI

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CAREER OBJECTIVE	Aspiring Chartered Accountant with hands-on industrial training experience in Commercial Finance department of a reputed organization and practical exposure to internal audit during Articleship. Eager to apply this practical knowledge in dynamic finance role.
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PROFESSIONAL & EDUCATIONAL QUALIFICATIONS

Course/Examination	Institution	Year	Results	Remarks
CA FINAL	Institute Of Chartered Accountant Of India	MAY 2025	56 %	Exemption in Advance Financial Management
CA INTERMEDIATE		JULY 2021	55.75 %	Exemption in Accounts and Tax
CA FOUNDATION		NOV 2019	59.50 %	-
B.COM (SOL)	Delhi University	DEC 2022	7.75 CGPA	-
BSEB - CLASS XII	College of Commerce, Arts & Science Patna	MAR 2019	82 %	-
BSEB - CLASS X	High School Kaindi	MAR 2017	84.8%	School Topper out of batch of 150+ Students.

WORK EXPERIENCE

Bharti Airtel Limited (Gurgaon): Industrial Trainee- Business Finance	Oct'23- Mar'25
Business Finance	<ul style="list-style-type: none"> Validate lease line service agreement to ensure accuracy and adherence to legal and regulatory compliances and prepare a report about the discrepancies. Coordinating SEZ endorsements process for GST- applicable invoices, maintaining accurate records and ensuring compliances with SEZ and GST guidelines. Independently facilitated the endorsement of GST invoices worth Rs. 120 crore out of a total of Rs. 1100 crore related to SEZ supplies. Working on the optimizing TDS rates through analysis of applicable lower/nil deduction certificates. (Verified 50+ lower deduction certificates resulting in 15% tax savings). Prepare a comprehensive presentation and tracker for senior management, facilitating informed decision making.
TR Chadha & Co. LLP (Gurgaon): Article Assistant- Internal Audit	Mar'22- Sep'23
Internal Audit	<ul style="list-style-type: none"> Audited the key business processes of 5 listed and unlisted entities i.e. Procure to Pay (P2P), Order to Cash (O2C), Inventory, Material Planning, Hire to Retire with turnovers even exceeding Rs. 1000 crore. Independently facilitated internal audit of listed companies: <ul style="list-style-type: none"> FINANCE INDUSTRY- Prepare the risk and control matrix (RACM) and appropriate testing done to mitigate the risk. EDUCATIONAL SECTOR- Projects and review of fixed asset register (FAR) capitalization. MANUFACTURING INDUSTRY- Audited the process of Procure to Pay, Order to Cash, Human Resources and Inventory Management. TELECOMMUNICATION INDUSTRY- Independently facilitated transaction audit. INSURANCE COMPANY- Claims and mature amount paid to claimant. Prepared action taken reports (ATR) on results of audit and made recommendations for control, process improvement and operational improvement to management.

EXTRACURRICULAR ACTIVITIES, CERTIFICATIONS, SKILLS AND OTHERS

Extracurricular Activities & Certifications	<ul style="list-style-type: none"> Have been awarded certificate of participation (For being first place in speech competition) in 12th. SEBI investor Awareness Certification issued by National institute of Securities Market (NISM) for successfully completing the SEBI Investor Awareness Test conducted by NISM (June'25).
Skill Set	<ul style="list-style-type: none"> Technical Skills: Proficient in MS Excel, MS PowerPoint, and MS Word and working experience in SAP, Tally Prime. Soft Skills: Excellent communication and interpersonal skills and Strong analytical and problem-solving abilities.
Other Information	<ul style="list-style-type: none"> Languages Known: English and Hindi. Date of Birth: 26-02-2002