

SAPNA SINGH

Chartered accountant

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EDUCATION

Course	Year	Institution	Marks	Remarks
CA Final	May2024/May2025	ICAI	55.83%	Exemption in 3Subjects
CA Intermediate	May 2018/May2019	ICAI	52.14%	Exemption in 1Subjects
CACPT	June 2016	ICAI	58%	-
B.Com	2015-2018	Jiwaji university Gwalior	62.46%	-
CBSE–Class XII	May 2015	Bhartiyam vidya niketan Gwalior (CBSE)	76%	Secured 90 In accounts
CBSE–Class X	May2013	John Milton public school Agra (CBSE)	80%	-

WORK EXPERIENCE

Audit Associate- Glarelite lighting products – Delhi		(March 2022–Dec2024)
Accounting, Auditing, Taxation	<ul style="list-style-type: none">Prepared and finalization of financial statement as per AS & Schedule III.Ensured compliance with statutory requirements including Income Tax, GST, TDS and Company law regulations.Liaised with external auditors, tax consultants, and legal advisors to ensure timely filing of returns and accurate audit reporting.Filed GST Return monthly and prepared GST ReconciliationMaintained and monitored Compliance as per companies act 2013 to ensure timely adherence to all regulatory deadlines.	
Article Assistant – Khandelwal Prateek and Associate- Delhi		(Feb2019 –Feb2022)
Statutory and internal Audit	<ul style="list-style-type: none">Finalization of Financial Statements by checking Mathematical Accuracy, Internal Consistency checks, Recalculation checks and Prior year checks (including Verifying all accounting policies to check consistency from prior years) and raising FS comments on a timely basis.Conducted Statutory Audit and Limited Review of various companies including Ledger Scrutiny and Variance Analysis and compliance with TDS, GST and other statutory requirements.Performed Substantive Procedures, analytical reviews and vouching Interim and Year End Testing Procedures across multiple line items of Financial Statements.Conduct test of details for Schedule of Investments, Interest Income/Expense, Unpredictability Testing, Search for Unrecorded Liabilities.Conducted Bank Audit Verifying Loan Documents, Cash Balance, verifying loan and advances	
Direct & Indirect Taxation	<ul style="list-style-type: none">Prepared and filed GST monthly and annual returns and prepared GST ReconciliationPrepared and filed Income Tax Returns, of individual, firm ,companies.Prepared and filed quarterly TDS Returns (Form24Q,26Q,27EQ).Ensured correct deduction, timely deposit and generation of Form16.Conducted Tax Audit of various entities under income tax act 1961.	

OTHER INFORMATION

- Technical Skills** : MS Excel, MS Word, Tally ERP.
- Soft Skills**: Communication skills, problem solver, quick learner, Time management
- Achievement** : Completed hampta pass trek , kedarkantha trek.
- Activities**: Traveling, hiking , trekking