



# Komal

CHARTERED ACCOUNTANT,  
M.COM

## CONTACT

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- Amritsar, Punjab
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## SKILLS

- Accounting & Audit
- Taxation (Income Tax & GST)
- Microsoft Office
- Tally Prime
- Teamwork
- Adaptability

## COURSES & CERTIFICATIONS

- Diploma in Computer Education by I-Tech India
- Excel Essentials by Udemy

## LANGUAGES

- English (Conversational)
- Hindi (Native)
- Punjabi (Native)

## PERSONAL INFORMATION

- Father's Name: Narinder Kumar
- Date of Birth: 19 Jan 2000
- Nationality: Indian

## OBJECTIVE

To work and excel in a job related to my qualification and continuously enhance my skills and capabilities to make a meaningful contribution to the organization that provides me with multiple growth opportunities and wide-ranging exposure.

## PROFESSIONAL EXPERIENCE

### Accounts Executive | Novelty Hyundai

Dec. 2023 - Jul. 2024 | Amritsar, Punjab

- **Finalized books of accounts**, ensuring accuracy and timely closure of monthly financial statements.
- Performed daily **Bank reconciliations**, maintaining up-to-date cash and bank balances.
- Prepared **Registration Certificate (RC)** workings and maintained relevant documentation.
- Managed **Daily insurance reporting and performed reconciliation** of multiple insurance and related accounts.

### Article Assistant | KAN & Associates

Sept. 2019 - Sept. 2022 | Amritsar, Punjab

- Assisted in **accounting and finalization of books of accounts, month-end closure processes** and ensuring **compliance with applicable tax and regulatory procedures** for clients across various sectors.
- Contributed to the **preparation and filing of income tax returns, TDS/TCS returns, and GST returns** (GSTR-3B & GSTR-1), ensuring reconciliation with GSTR-2A & 2B.
- Participated in **statutory, internal, tax, and stock audits**, including verification of financial records, ledgers, invoices, physical inventory and preparing **final audit reports**.
- Involved in miscellaneous financial and compliance tasks such as **IEC code applications** and preparation of **net worth reports**.

## EDUCATION

### Chartered Accountant (CA)

Institute of Chartered Accountants of India (ICAI)  
May 2025  
Passed Final Exam with 2 Exemptions

### Master of Commerce (M. Com)

Guru Nanak Dev University  
May 2019– May 2021  
Passed in 1<sup>st</sup> grade with 72% marks