

CA ARCHANA BHATTARAI

■ +91 77988 15677 | +91 87506 67326 | ■ caarchanabhattacharai@gmail.com

CAREER OBJECTIVE

To contribute to an organization where I can apply my theoretical knowledge, enhance my technical and managerial skills, and create value

PROFESSIONAL EXPERIENCE

Commercial Tax Inspector – GST Department, Government of Sikkim

Jul 2019 – **Present** (On sabbatical since Aug 2024)

- Managed GST return scrutiny, assessments, and field inspections.
- Issued notices, conducted search & seizure operations, and coordinated with CAG.

Finance Intern – SingleStore India Pvt. Ltd.

Jan 2025 – Mar 2025 (2.5 months)

- Streamlined Fixed Asset register for India and other global offices.
- Assisted in reconciliation and reporting processes.

Executive – Audit & Assurance – Kalyaniwalla & Mistry LLP (Mazars), Bangalore

Apr 2018 – Sep 2018

- Assisted in statutory audits for multiple corporate clients.
- Performed substantive testing and documentation for audit assignments.

Office Manager & Accountant – SMEC India Pvt. Ltd., Gangtok

Jan 2017 – Sep 2017

- Oversaw office administration, expenditure management, and accounting.
- Coordinated with head office for compliance and reporting.

Articleship Trainee – GDJ & Associates, Pune

Sep 2012 – Sep 2015

- Gained exposure in Income Tax filings, statutory audits, tax audits, bank audits, service tax, TDS filings, and bookkeeping.

KEY SKILLS

- Accounting & Audit: Statutory Audit, Tax Audit, GST Compliance, Income Tax Filings
- Tools & Software: Tally ERP, NetSuite
- Regulatory Exposure: GST field operations, assessments, and compliance procedures

EDUCATION

- CA Final – May 2025 – ICAI – 58.50%
- M.Com – 2014 – Symbiosis College of Arts & Commerce, Pune – 61.00%
- B.Com (H) – 2012 – Shri Ram College of Commerce, Delhi – 60.68%
- Class XII (CBSE) – 2008 – P.N.G. Sr. Secondary School, Gangtok – 78.20%
- Class X (CBSE) – 2006 – Baha'i School, Saramsa, Sikkim – 73.40%

ACHIEVEMENTS & ACTIVITIES

- School Captain (Class X)
- Best Speaker Award in school-level debate competition
- Represented school in inter-school basketball tournaments

PERSONAL DETAILS

- Date of Birth: 13 May 1990
- Languages: English, Hindi, Nepali
- Marital Status: Married
- Current Location: Jamshedpur, Jharkhand
- Permanent Address: Pakyong, East Sikkim – 737106
- Interests: Travelling, yoga, swimming, outdoor sports