

# ANJALI YADAV

## PROFILE

📞 9006956656

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## EDUCATION

**CA Final (1st Attempt)** 📅 2025

ICAI

Exemption in 3 out of 6 subjects

Score: (359/600) 60%

**CA Intermediate** 📅 2021

ICAI

Exemption in 3 out of 8 subjects

Score: (451/800) 57%

**CA Foundation (1st Attempt)** 📅 2019

ICAI

Score: (235/400) 59%

**B. Com (Hons)** 📅 2022

Patna University (Magadh Mahila College)

Cleared with Distinction

Score: 75%

**HSC (XII Commerce)** 📅 2019

CBSE (APS, Danapur, Bihar)

School Topper

Score: 92%

**SSC (X)** 📅 2017

CBSE (APS, Mhow, MP)

Score: 80%

## SKILLS

**Technical Skills:** MS Office (Word, Excel, PowerPoint), Tally ERP, Tally Prime, Winman, Genius, GST cafe Software

**Languages:** English, Hindi

## PERSONAL DETAILS

- Date of Birth: 12 January 2002

## EXPERIENCE

**Article Assistant** 📅 Dec 2023 - May 2025

Aska and Associates

📍 Patna, Bihar

(A boutique CA firm in Patna, offering personalized tax planning and corporate finance services, with a growing clientele of over 120 SMEs and family-owned businesses)

**Article Assistant** 📅 Aug 2022 - Nov 2023

Borkar and Borkar

📍 Pune, Maharashtra

(Leading CA Firm having over 40 years of experience with 5 Partners servicing 100+ Clients)

**Article Assistant** 📅 May 2022 - Jul 2022

BRK & Co.

📍 Patna, Bihar

(A dynamic and client-centric CA firm, committed to excellence in compliance, advisory, and financial transformation, trusted by a diverse clientele spanning startups, corporates, and family enterprises)

### Taxation

- Independently handled **tax audits** of corporate and non-corporate clients in a range of sectors such as electronics equipment manufacturers, software and technology services, trading, and other professionals.
- Performed various assignments relating to **advisory & compliance**, including tax payments & refunds of clients across different business lines.
- Prepared and settled **income tax returns** for a diverse base of clients.
- Responsible for adherence to **advance tax** liabilities - their calculations and payments.
- Single-handedly ensured compliance with the provisions of the Income Tax Act, 1961, thereby further working on and filing **TDS and TCS returns** of business entities.
- Assisted the principal in **drafting submissions** in response to assessment notices and applications for rectification orders.
- Executed **GST audits and compliance reviews** for clients across manufacturing and service sectors, ensuring timely filing of **GSTR-1, GSTR-3B, CMP-08, GSTR-9, and GSTR-9C**.
- Streamlined **input tax credit (ITC) reconciliation** process, reducing mismatches and improving accuracy by 30%.
- Implemented client-specific **SOPs** for GST data extraction and return filing, ensuring adherence to compliance timelines.
- Assisted in handling **GST departmental audits** and represented clients before tax authorities, leading to successful resolution of **notices** and reduction of potential liabilities.
- Reviewed **e-invoicing and e-way bill processes** for high-volume clients and recommended automation opportunities to **optimize** operational efficiency.
- Drafted replies to **show cause notices (SCNs)** and departmental queries under GST, mitigating litigation risks.

### Statutory Audit

- Executed **statutory audits** including site visits, analysis of financial statements & report filing of corporate and non-corporate clients.
- Led a team of 4 members for the statutory audit of a corporate client and handled the overall audit work and compliance, including audit planning and work allocation.

### Other Areas

- Finalisation of Books of Accounts & Financial Statements as per **AS & Schedule III**, including **cash flows** of corporate entities.
- Prepared and finalised the books and accounts and Financial Statements of various **sole proprietorship and partnership entities**.