

### PROFESSIONAL & ACADEMIC QUALIFICATIONS

Course/Examination	Institution	Year	Marks	Remarks
CA Final	The Institute of Chartered Accountants of India	May'25	339/600 (56.50%)	Exemption in 4 subjects
CA Intermediate	The Institute of Chartered Accountants of India	Nov-23	438/800 (54.75%)	Exemption in 4 subjects
M.com (Distance learning)	Punjabi University Patiala	2021-2023	7.00 CGPA	Pass with division
B.Com (Regular)	Ripu Daman College, Nabha	2018-2021	2392/3100 (77.00%)	Pass with First division
PSEB (Class XII)	Govt. Sr. Sec. School Nabha	2017-2018	573/650(88.15.00%)	A+ Grade in all Subjects

### WORK EXPERIENCE

#### Article Assistant at B.S. Goyal & Co., Nabha District Patiala

(sept'21 to sept'24)

Taxation	<ul style="list-style-type: none"> <li>Conducted Tax Audits under section 44AB, managing income computation for various corporate clients</li> <li>Prepared &amp; Filed Replies for litigation cases under Income Tax Act, 1961</li> <li>Preparation and filing of TDS Returns for various entities</li> <li>Filing of Income Tax Returns for Individuals, Company and Partnership firm</li> <li>Filing of 10A/10AB Forms for Trusts, Educational Societies availing under section 12A of Income Tax Act, 1961</li> <li>Carried out efficient and timely filing of GST return,(including GSTR-1,3B and GSTR4) to meet statutory deadlines</li> <li>Ensured effective GST Compliance including ITC reconciliations per rule 42&amp; 43.</li> <li>Provided advisory services regarding claiming of input tax credit on various transactions .</li> <li>Managed the filing of more than 100 annual return (GSTR-9) and involved in reporting under GSTR-9C.</li> <li>Played a pivotal role in the resolution of GST disputes , liaising with tax authorities and stakeholders to reach outcomes &amp; successfully handled and resolved a range of GST- related cases.</li> <li>Applied (GST Refund) of tax paid under inverted duty tax structure and zero rated without payment of tax.</li> </ul>
Audit & Assurance	<ul style="list-style-type: none"> <li>Managed &amp; Conducted Statutory &amp; tax audits for Private limited Companies, Partnership firms, and Proprietorships involved in businesses related to TMT bars, Combines, Petrol filling Stations, Hotels, Hospitals etc.</li> <li>Performed stock audits for various corporate &amp; other clients which involves Physical verification of inventory, PPE &amp; other assets.</li> <li>Analise &amp; Prepared Financial Statement &amp; Notes to Accounts including scrutiny of ledgers.</li> <li>Finalization of Audit Reports including compliance with requirements of CARO Reporting.</li> <li>Involve in revenue Bank audit in coordination with the audit team.</li> </ul>
Other Ancillary activities	<ul style="list-style-type: none"> <li>Managed month-end close process, including preparation of financial statements and variance analysis.</li> <li>Scrutinized ledgers, reconciled debtor and creditor balances, vouched income &amp; expenditures.</li> <li>Preparation of Net worth Certificates, Projects Report, Book keeping and other Certifications Works.</li> <li>Preparation &amp; Filing of various MCA Forms and compliance with annual requirement as per Companies Act 2013.</li> <li>Preparation and submission of " SFT" Forms</li> <li>Preparation and submission of Forms 15CA/CB</li> <li>Preparation of various reports like Project Report, Projected Balance Sheet and Credit Monitoring Arrangement (CMA) Data.</li> <li>Preparation of Net Worth for Bank Finances &amp; Embassies for various clients.</li> <li>Assisted in Registering Partnership Firms under "THE INDIAN PARTNERSHIP ACT, 1932".</li> </ul>

### OTHER SKILLS & ACHIEVEMENTS

IT skills and proficiency	<ul style="list-style-type: none"> <li>MS Office Skills (MS- Excel and Word)</li> <li>Working knowledge of accounting software - Tally, Busy, Smart Tax, Smart TDS etc.</li> </ul>
Additional skills & achievement	<ul style="list-style-type: none"> <li>Team leader at various events at school.</li> <li>Completed Advanced IT Course and GMCS course organized by ICAI &amp; Successfully completed 100 hours of Information Technology Training in accordance with the requirements of "The Institute of Chartered Accountants of India</li> </ul>
Hobbies	<ul style="list-style-type: none"> <li>Travelling, Cooking, &amp; Exploring New Fields.</li> </ul>