

CAREER SUMMARY

To leverage my Chartered Accountancy qualification, strong analytical skills, and practical training experience to contribute meaningfully to a dynamic organization. Seeking a challenging role in finance, audit, taxation, or consulting where I can apply my knowledge and continuously grow professionally while adding value to the business.

OBJECTIVE

To build a long-term career in audit and assurance, leveraging my Chartered Accountancy training, practical experience in statutory and internal audits, strong understanding of Ind AS and SAs, and commitment to ethical standards. I aim to contribute to financial transparency and risk mitigation for clients by combining analytical skills, attention to detail, and a proactive learning attitude.

TECHNICAL SKILLS

Tally ERP | Tally Prime | MS Office Suites | Software (Compuoffice) | Power BI (Currently Pursuing) | Python Finance (Currently Pursuing)

PROFESSIONAL EXPERIENCE

ARTICLE ASSISTANT (NAVEEN SINGHAL & CO)

March 2022-2025

A reputed CA firm in Jaipur with a legacy of over 70 years, known for its comprehensive professional services in audit, taxation, and consultancy. Worked under the expert guidance of senior partners with over 25 years of experience across diverse industries and domains.

Key Responsibilities & Exposure:

- Assisted in **filing of ITRs, TDS returns** for individuals, firms, and companies.
- Worked on **tax audits and computation of taxable income** under various heads.
- Experience with **GST reconciliations, input tax credit review**, and responding to notices.
- Independently managed filing **GST Returns (GSTR-1, GSTR-3B, CMP-08)** for over **500+ clients** across multiple sectors.
- Examined **Reverse Charge Mechanism (RCM)** and **blocked credit compliance** under Sections 9(3), 9(4), 9(5), and 17(5) of the **GST Act, 2017**.
- Coordinated **directly with clients for audit requirements** and query resolution.
- Maintained **working papers and audit trails, documentation** in line with firm and ICAI standards.
- Assisted in **finalization of accounts** and preparation of balance sheets and profit & loss accounts.
- Supported clients in **financial planning and tax optimization strategies**.
- Conducted **statutory and tax audits for hospitality clients (3-star and 5-star hotels)**.
- Conducted **Statutory Branch Audits** for Punjab National Bank and Union Bank branches.
- Verified **advances, NPAs, provisioning, CBS records**, and **interest income** per RBI norms.
- Assisted in preparation of **LFAR, memorandum of changes**, and **final audit reports**.
- Ensured compliance with **KYC norms, credit documentation**, and **internal controls**.
- Highlighted **irregularities in loan classification** and suggested corrective actions to the branch.

EDUCATION

- CA (ICAI) – Qualified May 2025
- B.Com, [Rajasthan University] – 68.39% (2023)
- Class XII (Commerce) (RBSE) – 81.40% (2018)
- Class X (RBSE) – 80.00% (2016)

INTERESTS

Cricket | Tech Enthusiast| Learning English| Reading finance blogs | Gym & Mindfulness | Public speaking