

# SHRIYA RAJESH SINGH

## CHARTERED ACCOUNTANT

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### EDUCATION

#### Chartered Accountant - ICAI

DEC 2017 – May 2025

- CA Final - 318/600(1 exemption)
- CA Inter - 439/800(2 exemptions)
- CPT - 109/200

#### B.com - Ramanand Arya D A V College

- MAR 2020 - Secured 7.27 CGPA

#### HSC - Ramanand Arya D A V College

- FEB 2017 - Secured 79.38%

#### SSC - Ideal English High School

- MAR 2015 - Secured 80.80%

### SOFT SKILLS

- Proactive problem-solver and quick learner
- Strong multitasking and time-management abilities
- Highly adaptable to changing business needs

### TECHNICAL SKILLS

- Financial Tools:** SAP ERP, SAP S4 HANA, Tally, Tally Prime
- Productivity Tools:** MS Excel, Word, PowerPoint, Basic Power BI
- AI Tools:** Familiar with ChatGPT, Perplexity for productivity enhancement.
- Analytical Skills:** Financial analysis, data interpretation from ERP dumps, and performance reporting.
- Certification :** FDD Masterclass from CA MONK

#### Extra-Curricular Activities

- 2<sup>nd</sup> Place in School Level race competition.
- Participated in college cultural events.
- Winner of Handwriting Competition (A+ Grade) , Rangotsav Sanstha

### CAREER OBJECTIVE

Recently qualified Chartered Accountant with hands-on experience in accounting, audit, and compliance across fintech and manufacturing sectors. Proactive, analytical, and adaptable, seeking challenging opportunities in finance, consulting, business analytics, fintech, or other emerging domains to apply financial expertise and grow as a strategic professional.

### WORK EXPERIENCE

OCT 21 – NOV 24

#### V R Sabnis & Associates I Article Assistant

##### Accounting & Financial Reporting :

- Managed complete accounting processes, preparation, and maintenance of books of accounts.
- Led a team of 3 in handling financial reporting, tax compliance, and statutory audits of an Indian subsidiary of a listed company.
- Prepared quarterly performance reports and conducted ratio analysis for management.
- Contributed to the preparation of IND-AS compliant financial statements and tax audit reports for fintech group entities (net worth exceeding ₹250 crore).
- Prepared Financials for Private Limited companies.
- Prepared monthly MIS Report including tracking & reporting on receivables, payables and cash management.
- Supported RBI reporting (Escrow account, Net Worth calculations) for a fintech company.

##### Auditing & Taxation :

- Conducted statutory audits for companies in fintech, manufacturing, and trading sectors, as well as partnership firms.
- Drafted and assisted in the implementation of Internal Financial Control(IFC) policies & supported statutory auditors in understanding processes and identifying control gaps.
- Resolved audit queries efficiently, ensuring smooth completion of statutory audits.
- Supported sell - side financial due diligence by ensuring data accuracy, transparency & timely information sharing.
- Handled end-to-end TDS compliance including quarterly filings (Form 24Q, 26Q), return corrections, and reconciliation with Form 26AS.
- Filed 150+ income tax returns for companies, LLPs, individuals, and HUFs.
- Prepared submissions and drafted replies to income tax notices.
- Managed GST compliance: filing GSTR-1, GSTR-3B, and annual returns.
- Filed Statement of Financial Transactions (SFT) under the Income Tax Act.

Languages Known : English , Hindi, Marathi.