

# Virendra Singh

Chartered Accountant

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## SUMMARY

Chartered Accountant with hands-on experience in financial reporting, statutory audits, tax compliance (GST & Income Tax), and accounting operations. Skilled in financial analysis, audit documentation, and reconciliations. Known for a proactive mindset, problem-solving abilities, and a strong work ethic. Seeking challenging roles in finance, audit, or consulting domains.

## EDUCATION

**Chartered Accountancy** May 2025

Institute Of Chartered Accountants of India

Score: 345/600

**M.com** 2021

Jai Narain Vyas University, Jodhpur

Score: 648/1000

**B.com** 2019

Jai Narain Vyas University, Jodhpur

Score: 1012/1800

**12th** 2016

Board Of Secondary Education Rajasthan

Score: 84.2

**10th** 2014

Board Of Secondary Education Rajasthan

Score: 83.67

## CERTIFICATIONS

- Finance Masterclass (14+ Hours) By CA MONK.
- FP&A Masterclass(15+ Hours) By CA MONK.
- Workshop on Generative AI Tools By SKILL NATION.
- Undergoing Advanced Excel, Python, and Power BI Masterclasses.

## SKILLS

Tally ERP & Tally Prime M.S. Excel

M.S. Word PowerPoint SAG Genius

Problem Solving Critical Thinking

Time Management Budgeting & Forecasting

## LANGUAGES

- English
- Hindi
- Rajasthani

## EXPERIENCE

### Senior Audit Assistant

VIKAS MEHTA AND COMPANY

Sep 2018 - Apr 2021

JODHPUR

(A well-established CA firm in Jodhpur serves over 250 clients)

### Articled Assistant

SCM ASSOCIATES

Apr 2018 - Sep 2018

JODHPUR

(Renowned CA firm having over 35 years of experience with 3 Partners)

- Managed end-to-end accounting for multiple clients, including finalization of accounts, **TDS deduction**, vendor **ledger reconciliation**, and invoice verification, ensuring strong financial controls.
- Conducted **aging analysis** and **GSTR-2A reconciliation**; resolved **GST mismatches** and supported audit documentation for accurate **financial reporting**.
- Led **statutory** and **tax audits** for clients across manufacturing, trading, mining, and service sectors, ensuring timely preparation of **financial statements** as per **Companies Act, Accounting Standards (AS, IND AS), and CARO** norms.
- Performed **tax audits** under **Section 44AB of the Income Tax Act**; prepared **Form 3CA/3CB-3CD**, conducted **tax reconciliations**, and filed **Income Tax Returns (ITRs)** for **trusts, firms, professionals, and individuals**.
- Executed **GST audits** under **Section 35(5) of the CGST Act** and filed **GSTR-9/9A/9C** under **Section 44(2)**, ensuring full-cycle **GST compliance**.
- Handled **income tax** and **GST compliance**, including return filing, tax payments, **refund processing**, and advisory for various entities, improving **tax efficiency** and timely compliance.

## BUSINESS SIMULATION PROJECT

- Secured **1st position** in **Marketplace Simulation** (Top 10% globally) by developing a carbon cycle business over six quarters; led the **entire product lifecycle** through strategic decisions in **finance, production, design, and market research**.
- Applied **investment analysis, budgeting, and financial forecasting** in a simulated international environment, enhancing entrepreneurial skills through hands-on experience in **financial execution, product differentiation, pricing strategy, capacity planning**, human resource management, and marketing.

## EXTRA-CURRICULARS

- Captained the school badminton team at the Provincial-Level Badminton Championship.
- Served as Class Representative from Grade 6 to 12, demonstrating consistent leadership skills.
- Secured 2nd Runner-Up position among 33 teams in the 2014 State-Level Quiz Competition organized by Bharat Vikas Parishad.
- Volunteered with JEEV DAYA Foundation in animal care.

## INTERESTS

Cooking, Gardening, Cricket, Badminton