

# Lalit Agrawal

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## EDUCATION

COURSE	YEAR	INSTITUTION	MARKS	REMARKS
CA Final	May 2025	ICAI	57.33%	Exemption in 3 subjects
CA Inter	NOV 2022	ICAI	59.00%	Exemption in 3 subjects
CA Foundation	NOV 2019	ICAI	55.75%	-
B. Com.	2019-2022	DBRAU, AGRA	80.00%	-
Class XII	2019	CBSE Board	90.00%	Achieved Second Rank
Class X	2017	CBSE Board	91.00 %	-

## WORK EXPERIENCE

**Articled Assistant at "JINDAL R & ASSOCIATES.", Delhi**

**Feb '23– Mar'25**

**Articled Assistant at "AGT & ASSOCIATES.", Mathura**

**Mar'22– Feb'23**

<b>Audit</b>	<b>Areas Covered in Banks</b>
	<ul style="list-style-type: none"> <li>• Ensure compliance with regulatory requirements and internal policies regarding Loans.</li> <li>• Verification of CASA</li> <li>• Income Leakage Identification and Prevention</li> <li>• Physical verification of Cash balance, ATMs, Lockers</li> </ul>
	<b>Areas covered in Others</b>
	<ul style="list-style-type: none"> <li>• Verification of <b>cash and bank</b>, Trade Receivable including its ageing analysis</li> <li>• Verification of <b>Revenue, Purchase, Operating expenses &amp; Prepaid expenses</b></li> <li>• Checked inventory valuation as per <b>AS 2/IND AS 2</b> and done their physical verification</li> <li>• Verification of <b>statutory dues, Ledger Scrutiny</b></li> <li>• Assisted in <b>Review of Trial balance</b></li> <li>• Contributed to <b>CARO</b> (Companies Auditor's Report Order) <b>reporting by verifying compliance with statutory provisions, internal control systems, and optimal utilization of asset</b></li> <li>• <b>Performed adjustments for provisions, deferred taxes, depreciation, and other accounting treatments in line with applicable standards.</b></li> </ul>
<b>Taxation</b>	<ul style="list-style-type: none"> <li>• Assisted clients in <b>obtaining GST registration</b> and ensured compliance with GST laws</li> <li>• Preparation and filing of GST Returns (<b>GSTR-1, GSTR-3B, GSTR-9, GSTR-9C</b>) and performed GST reconciliations with books of accounts</li> <li>• <b>Filing of Income tax Returns of Individual, Firms and companies</b> in compliance with Income tax provisions.</li> <li>• <b>Filed TDS returns (Form 24Q, 26Q)</b> and conducted quarterly TDS compliance reviews.</li> <li>• Conducted <b>Tax Audits</b> and filed <b>Form 3CA/3CB and 3CD</b> as per the requirements of the Income Tax Act.</li> <li>• Filed <b>15CA/CB</b> Forms for smooth cross-border transactions.</li> <li>• Assisted in <b>Drafting of Replies for various GST and Income tax Notices</b>.</li> <li>• Advisory related to <b>Time of Supply/Place of Supply</b>.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Performed <b>Compliance related work</b> involved- Annual Filing of Companies and LLP, ADT-1,ADT-3,AOC-4 and other related work.</li> <li>• <b>Prepared the books of accounts and Financial Statements</b> for diverse clients, including Corporate Entities, Firms, Individuals, and Non-Profit Organizations as per Accounting Standards and Schedules.</li> <li>• Analysed and <b>ensured accuracy of data and approvals</b> for <b>certification by principal</b>.</li> </ul>

## Additional Information

<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Tally ERP 9 &amp; Prime , MS Excel , MS word , Computax, Genius software</li> <li>• Knowledge of Corporate Laws and Ind-AS.</li> </ul>
<b>Soft Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated <b>ability to work independently</b> and meet deadlines in a fast-paced environment</li> <li>• <b>A Good Listener with analytical skills</b></li> <li>• <b>Detail-oriented</b> mindset with team management and Leadership</li> </ul>
<b>Hobbies</b>	<ul style="list-style-type: none"> <li>• Travelling , Listening Music</li> </ul>