

**EDUCATION**

<b>Exams</b>	<b>Year</b>	<b>Marks (%)</b>	<b>Remarks</b>
CA	2025	57.38%	Got 7 Exemptions
M.COM(ABST)	2017	57.44%	-
B. Com	2015	59.50%	-
Class XII (RBSE)	2012	68.60%	Passed with First Division.
Class X (RBSE)	2010	71.00%	Passed with First Division.

**WORK EXPERIENCE****Khetawat Agarwal & Co. Articled Assistant****Jun 2016 - Oct 2018****M/S Jinesh Kumar Jain & Co. Articled Assistant****Oct 2015 - Jun 2016**

- Performed **scrutiny of ledgers** to ensure completeness and correctness of accounting data.
- Ensured **Standard Auditing Process** viz. vouching of expenses, verification of opening balances and ledger scrutiny.
- Prepared **income tax returns** for individuals and businesses as per applicable tax regulations.
- Successfully handled end-to-end **GST registration** process for clients and ensuring accurate documentation.
- Conducted **physical inventory count** in **Adani Wilmar** and verified stock valuations.
- Verified supporting documents to ensure authenticity and detect any discrepancies.
- Prepared and filed **GSTR-1** and **GSTR-3B**.
- Analysis of **Debtors Aging** schedules.
- Handled **TDS Return** filing and complied with quarterly TDS requirement.
- Executed **Bank Reconciliations**.
- Collaborated with a team of 4 to execute audits of an **educational entity**.
- Scrutinized ledgers, focusing on accounts **payables and receivables**.
- Reconciled account ledger balances **between books and filed GST return**.

**ACHIEVEMENTS, SKILLS AND EXTRA-CURRICULAR ACTIVITIES**

<b>IT Proficiency and Certification</b>	<ul style="list-style-type: none"> <li>▪ Hands on knowledge of accounting software such as <b>Tally ERP, Compu Office</b>.</li> <li>▪ Well conversed with MS Excel, Word, and Power Point.</li> <li>▪ Completed a comprehensive Finance course by CA Monk.</li> <li>▪ RSCIT computer course.</li> </ul>
<b>Extra-Curricular Activities</b>	<ul style="list-style-type: none"> <li>▪ Volunteer at Karuna The Compassion NGO.</li> <li>▪ Contributed to a school cleanliness drive as part of a community service initiative.</li> <li>▪ Participated in NCC during college.</li> <li>▪ Participated in Hand ball tournament in school.</li> </ul>
<b>Interests</b>	<ul style="list-style-type: none"> <li>▪ Meditation</li> <li>▪ Listening Music</li> <li>▪ Yoga</li> <li>▪ Watching Movies</li> </ul>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>▪ <b>Secured 2 Exemption in CA Final Group 2</b> :- Indirect Tax Laws 60 &amp; Integrated Business Solution 60.</li> <li>▪ <b>Secured 1 Exemption in CA Final Group 1</b> :- Advance Financial Management 61</li> <li>▪ <b>Secured 1 Exemption in CA IPCC Group 2</b> :- Advance Accounting 76</li> <li>▪ <b>Secured 3 Exemption in CA IPCC Group 1</b> :- Accounting 71 &amp; Cost Accounting and Financial Management 76 &amp; Taxation 63.</li> </ul>