

# CA Shabana Parveen

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## EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

Year	Qualification	Institution	Score (%)	Remarks
May'25	CA Final (Group I)	ICAI	60	Exemption in <b>Financial Reporting (66 marks)</b> & <b>Advance Financial Management (74 marks)</b>
May'24	CA Final (Group II)	ICAI	50	Exemption In <b>IBS (62 Marks)</b>
Nov'20	CA Intermediate	ICAI	57	Exemption in <b>Cost &amp; Management Accounting (60 marks)</b> & <b>Financial Management (63 marks)</b>
Nov'18	CA Foundation	ICAI	65	
2021	BCOM	Delhi University	66	<b>First Division</b>
2018	Class XII (Commerce)	CBSE Board	80	Scored <b>80%</b> , <b>School Topper</b>

## WORK EXPERIENCE

Articled Assistant, **SNVA and Company**, Delhi NCR, India

(June 2021 – June 2024)

### • Audit and Assurance

- Executed **statutory audit** for multiple entities, including wholly owned subsidiary of foreign investors (UK, US, Dubai, Canda-Based)
- Drafted **financial statements** of various entities with applicable financial reporting frameworks (Schedule III) including projected financial statements.
- Conducted **audit procedures** like substantive testing, analytical reviews, and vouching for key areas: Revenue, Expenses, Receivables, Payables and FAR.
- Prepared **audit documentation** and working papers (TDS Reco, Salary Reco, Bank Reconciliation, Prepaid & Accruals).
- Assisted in **audit planning, execution, and finalization of reports**.
- Handled **books closing** and audit schedules independently.

### • Taxation

- Prepared and filed monthly **GSTR-1 and GSTR-3B** of wholly owned subsidiary of UK based company.
- Assisted in drafting replies to the GST and Income Tax Departments for various **Notices and demands**.
- Prepared and filed **Income Tax Returns** of various individuals and companies having foreign investments.
- Experienced in preparation as well as filing of **TDS Returns** for TDS on Salary deduction, TDS on Non- Salary deduction, TDS on payments made to NRI and TDS on purchase of immovable property as well.
- Interpreted the **provisions of DTAA** and Income Tax Act, 1961 for TDS compliances while preparing and filing of **Form 15CB/CA** of various companies.
- Computed Quarterly Self-assessment tax (**Advance Tax**) liability for various individuals and companies.
- Assisted in Corporate Tax (**CT600**) compliance for UK Clients.

### • Miscellaneous

- Payroll** Processing including UK based Company through Quick books and FNF through Zoho payroll
- GST Registration
- PF and ESI** monthly payments and return filing and Monthly payment of professional tax and return filing
- MIS Preparation** of Indian Company and foreign company
- TDS liability and computation and payment
- Conducted detail scrutiny of books of accounts for **GSTR9 & 9C** filings.
- Prepared **Inter Company billing** (Cost Plus Method)
- STPI** (Software technology park of India) Registration and monthly Compliance
- Monthly **UK PAYE** liability paid to HMRCs
- Prepared **UK VAT** Return working and filed the return

## LEADERSHIP AND FUNCTIONAL SKILLS

- Managed** the team during manager's absence, ensuring seamless operations.
- Supervised a team** of three article assistants in Indirect Taxation without **missing** any compliance deadlines.
- Coordinated annual trip of the firm having more than thirty members and enhanced my leadership, communication and organizational skills during the trip.
- Attributes:** "Can-do" attitude | Receptive to Training | Articulate | Meticulous | Pragmatic | Adaptive | Reliable | Team Player

## TECHNICAL SKILLS

Possess proficient working knowledge of

- Compu office | Advanced Excel | SAP | Tally | MS-Office | Zoho books & payroll | Quick books | Clear Tax
- Others:** Adaptable to new tools as needed

**LANGUAGES:** English and Hindi