

SANIYA JAIN
+91 8209969772 | jainsaniya1503@gmail.com
<https://www.linkedin.com/in/saniya-jain-0a0339245>

PROFESSIONAL SUMMARY

Chartered Accountant with strong academic background and experience in statutory audits, tax compliance, and financial reporting process during articleship. Proven ability to analyze financial data and ensure regulatory compliance.

ACADEMIC QUALIFICATIONS			
Month/Year	Examination	Institute	Marks (%)
May 2025	CA Final (Both Groups)	Institute of Chartered Accountants of India	334/600 (55.67%)
March 2024	B.COM	MDSU, Ajmer	1131/1800 (62.83%)
November 2022	CA Intermediate Group 2	Institute of Chartered Accountants of India	201/ 400 (50.25%)
May 2022	CA Intermediate Group 1	Institute of Chartered Accountants of India	208/ 400 (52%)
July 2021	CA Foundation	Institute of Chartered Accountants of India	277/400 (69.25%)
March 2021	Higher Secondary	Sophia Girls' Senior Secondary School, Bhilwara	479/500 (95.8%)
March 2019	Senior Secondary	Sophia Girls' Senior Secondary School, Bhilwara	480/ 500 (96%)

WORK EXPERIENCE

- BDO INDIA LLP -**

(February 2023 to July 2024)

 - Performed risk assessment and audit planning, participated in client planning analytics meetings, and developed audit strategies aligned with statutory and industry requirements.
 - Executed Payroll audits to ensure compliance with statutory regulations. reviewed monthly payroll processing verified employee compensation, deductions, and statutory contributions (PF, ESI, TDS).
 - Solely handled the process understanding for **Revenue**, testing of control effectiveness and Substantive procedures and ensured compliance with the industry standards. Successfully analyzed revenue recognition processes and resulting in improved accuracy.
 - Audited multiple areas under stringent deadlines including **Expenses, treasury, journal entry testing, Indirect taxes, Related Party transactions, GST, Property, Plant and Equipment and Financial Reporting process.**
 - Performed the **Inventory audit procedures** in line with statutory audit requirements. Verified Valuations methods and evaluated internal controls over inventory. Participated in **physical stock counts**, audited inventory held at third party locations and verified confirmations and supporting documentation.
 - Performed audit procedures on **Investment Portfolios** to verify existence, valuation, classification, and disclosures. Validated fair valuation of investments using market data, NAV Statements, and third -party confirmations. Assessed internal controls over investment approval, purchase, disposal, and monitoring.
 - Conducted **Tax Audits** under Section 44AB of the Income Tax Act for clients across various industries.
 - Member of engagement team of statutory audit of - ICICI Bank, Augmont Goldtech Private Limited, NJ India Invest Private Limited, Asit C Mehta Financial Services Limited and Wahed Inc.

- MANOJ CHECHANI AND COMPANY –**

(August 2022 to January 2023)
(August 2024 to Present)

 - Executed **Concurrent Audit** for Punjab National Bank, reviewing transactions, assessing internal controls, and ensuring compliance with RBI guidelines and banking regulations.
 - Handled **GST Compliance** process including preparation and filing of GSTR-1 AND GSTR- 3B and performing GST Reconciliations and resolving discrepancies to ensure accurate tax reporting and timely statutory compliance.

SKILLS AND ACHIEVEMENTS

- Technical Skills:** MS Word, MS Excel, Tally ERP, SAP and PowerPoint.
- Soft Skills:** Business Communication, Team Collaboration, Client Handling, Creativity and Adaptability.
- Sports:** Led the school team at District Level Gymnastics Tournament.
- Leadership:** Organized various events for school and Rajasthan Vidyarthi Griha (RVG) and also contributed towards various newsletters.
- Hobbies:** Reading, Event Planning, Public Speaking and Creative Writing.

OTHER INFORMATION

Date of birth: March 15,2003
Languages Known: English, Hindi
Address: Bhilwara (Rajasthan), 311001