

Aastha Singh

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EDUCATION

Mount Carmel College

Major/Degree : Bcom Corporate Finance

Location:Bangalore

Expected Graduation Year:2026

J.H.Tarapore School

Class 10th : 82%

Location:Jamshedpur

Class 12th : 70%

Graduation Year:2023

CAREER OBJECTIVE

Detail-oriented B.Com Corporate Finance (US CPA Integrated) student with strong skills in accounting, financial analysis, and structured documentation. Seeking the role of Junior Associate – Tax to support the preparation of individual and corporate tax returns, develop workpapers, perform tax research, and ensure accurate compliance across Federal, State, and Local tax requirements..

WORK EXPERIENCE

Internship

Company : Tata Steel

Location: Jamshedpur

June, 2024(1 month)

- Analyzed 5 years of financial statements, evaluating liquidity, profitability, and efficiency trends.
- Built Excel dashboards for management reporting, reducing analysis time by 20%.
- Enhanced accuracy, data handling, and analytical skills used in tax preparation and compliance checks.

Company : Tata Growth Shop

Location: Jamshedpur

10th June, 2025 to 10th July, 2025(1 month)

- Documented the complete Procure-to-Pay (P2P) cycle, improving clarity, compliance, and audit readiness.
- Standardized workflow documentation, reducing process ambiguity by 15%.
- Strengthened structured record-keeping and process accuracy, directly relevant to tax workpapers.

SKILLS

Technical : Accounting Fundamentals, Individual & Corporate Tax Basics, Financial Analysis, Ratio Analysis, Excel (Pivot Tables, VLOOKUP), Google Sheets, Workpaper Preparation & Documentation, Research & Critical Thinking

Professional : Attention to Detail, Time Management & Task Prioritisation, Clear Written Documentation, Team Collaboration, Client Communication

LEADERSHIP AND CAMPUS INVOLVEMENT

Sub-Head – Scoring Sector, Commerce Association (2025 Present)

- Led scoring operations for 25+ inter-college teams, maintaining 100% accuracy.
- Improved team workflow by 15% through structured processes and coordination.

Core Team Member — Commerce Association, Entrepreneurship Cell & Student Council (2023–2025) - Contributed to scoring, design, and event operations; coordinated multiple college-level activities.

ACHIEVEMENT AND CERTIFICATIONS

- US CPA – In Progress
- Promoted to Sub-Head – Scoring Sector for leadership and consistent performance
- 2nd Place – English Elocution Competition