

# 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%

Class 12th : 70%

**Location: Jamshedpur**

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