

# Neha Negi

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## Professional Summary

Detail-oriented and multitasking professional pursuing **LL.B** and **M.Com**, with a strong foundation in accounting, auditing, and taxation. Experienced in statutory and compliance assignments through work with chartered accountant firms. Aspiring to build a career in corporate law, taxation, and compliance, leveraging analytical and project management skills. Demonstrated success in managing multiple assignments in fast-paced environments.

## Professional Experience

**Puneet Thukral & Co. — Article / Account Assistant, Delhi** *Aug 2025 – Present*

- Prepared and finalized financial statements (Balance Sheet, P&L, Cash Flow) under Ind AS/AS.
- Conducted Tax Audits, GST Audits, Statutory Audits, and Internal Audits across multiple industries.
- Filed and reviewed ITRs, GST Returns (GSTR-1, 3B, 9, 9C), and TDS Returns (24Q, 26Q).

**Masar & Co. — Senior Associate, Delhi** *Mar 2023 – Jul 2025*

- Prepared and filed GST returns (GSTR-1, GSTR-3B, GSTR-9); assisted in GST audits and reconciliations.
- Filed ITRs for individuals, firms, and companies; supported Tax Audits under Section 44AB.
- Drafted replies to GST notices (DRC-01, DRC-07, ASMT-10, SCNs) and prepared appeals before GST Appellate Authorities.

**Singh Kamra & Co. — Senior Accountant, Rudrapur** *Jan 2020 – Dec 2020*

- Prepared and filed GST returns (GSTR-1, GSTR-3B, GSTR-9) and conducted GST audits.
- Filed Income Tax Returns and assisted in Tax Audits (Form 3CD).
- Managed bank reconciliations, ledger scrutiny, and preparation of final accounts and balance sheets.

## Education & Training

2026 – Present	<b>Master of Commerce (M.Com)</b> , Kurukshetra University, Haryana
2023 – Present	<b>Bachelor of Laws (LL.B)</b> , Chaudhary Charan Singh University, Meerut
2022	<b>Bachelor of Commerce (B.Com)</b> , Indira Priyadarshini Govt. Girls College of Commerce, Haldwani

## Core Skills

<b>Accounting &amp; Compliance</b>	GST Compliance, Tax Audit, Income Tax Filing, Statutory Audit, Internal Audit
<b>Software Tools</b>	Zoho Books, Microsoft Office Suite (Excel, Word, PowerPoint)
<b>Business &amp; Management</b>	Project Management, Analytical Thinking, SEO, Client Coordination

## Certifications

- **Certificate in Taxation & Legal Compliance** — Advanced practical course covering Direct and Indirect Taxes, GST, and Legal Documentation.
- **Certified Accounting & Compliance Specialist** — Expertise in financial reporting, GST filings, and statutory audit assistance.