

Inderjit Kaur

Chartered Accountant

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Preference: Quality of the Work and Giving my Best is the Topmost preference.

Profile Summary

Chartered Accountant with experience in the areas of Finance, Accounts, Auditing and Taxation. Experienced in spearheading a wide spectrum of Finance & Accounts activities encompassing finalization of accounts, taxation and auditing. Gained exposure in preparation and presentation of financial statements like Trading Account, Profit & Loss Account, Balance sheet and the accompanying notes/schedules by finalizing accounts of various corporate & non-corporate entities.

Keen understanding of the tax procedures and handling audits for the company. Proficiency in streamlining the working procedures, formulating cost effective solutions for enhancing the accounting and taxation operations. An excellent communicator with strong interpersonal, organizational, analytical and problem solving skills.

To learn and experience the industry operations to gain knowledge and skills and to be able to use them for benefit of industry, society and nation.

Core Competencies

Finance & Accounts

- Preparing and maintaining statutory books of accounts viz., journal, ledger, cash book and subsidiaries in compliance with various accounting standards.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz., Statement of Profit & Loss , Balance Sheet and Annual Reports.

Statutory Compliance

- Managing the filing of various Forms, Returns, etc. required under various statutes.
- Ensuring adherence to Tax Laws & preparation of returns & forms under various Tax Laws.

Professional and Academic Qualifications:

Professional Qualification			
Year	Degree/Qualification	University/Board/School	Percentage
May-2018	CA FINALS(BOTH GRUPS)	ICAI(Cleared in First attempt)	50.25%
May-2015	CA INTER(2 nd GROUP)	ICAI(Cleared in First attempt)	51%
Nov-2014	CA INTER(1 st GROUP)	ICAI(Cleared in First attempt)	58.5%
Nov-2013	CA CPT	ICAI(Cleared in First attempt)	70%(DISTINCTION)

Academic Qualification			
Year	Degree/Qualification	University/Board/School	Percentage
2013-2016	B.COM(Prof)	Guru Nanak dev University	70 %
Mar-2013	Senior Secondary	CBSE	88%
Mar-2011	Matriculation	PSEB	89%

Internship and Experience:

Sep'18 – Till now : K. Arora & Company, Delhi as Audit and Taxation Manager

Mar'16 – July'18 : Dass & Company, Jalandhar, Punjab as Article Assistant

July'15 – Feb'16 : Sumit Vatta & Associates, Jalandhar, Punjab as Article Assistant

Projects Handled

Key Result Areas

- Managing the direct tax cases related operations.
- Working of the Statutory Audit of NBFC's and their Classification of NPA's.
- Credit Monitoring Reports of some of the Clients for CC and Term Loans which are industry specific.
- Worked along with a team and independent on various Statutory audits and Tax Audits.
- Verification and finalization of Financial Statements and preparation of Audit Report.
- Compilation and review of Annual Financial statement.
- Designing and establishing various organizational audit programs, check lists and audit procedures as per Standards of Auditing.
- Preparation & filing of TDS Return.
- Preparing and ensuring filing of Income Tax returns for corporate and non-corporate assesses.
- Handled Income Tax Matters in relation to Scrutiny and appeals.
- Efficiently managing authentication, finalization and filing of TDS and Service Tax returns.
- Effectively managing the Book Writing of Proprietorship and Partnership Firms including Reconciliation of TDS, Banks, Debtors and Creditors.
- Compliance with statutory provisions of Companies Act & Accounting Standards.
- Preparation and E-Filing of MCA (Aoc-4, Mgt-7, Directors Forms, Charge Etc.)forms as per amended norms.
- Gained experience on numerous issues while working as an Individual, Team Member or Team Leader on various assignments.
- Incorporation of New Company and LLP With the Registrar of Companies.
- Worked on Basics of GST.

Highlights

- Key clients handled:
 - Tagore Hospital and heart care private limited
 - PKF Finance Limited(NBFC)
 - Dwarika Dass Khosla Agencies Private limited
 - ANR motors Private limited

IT Skills

- Well versed with MS-Office (Word, Excel and PowerPoint)
- Conversant in Tally, Spectrum & Smart Tax and Smart Tds.
- Possess working knowledge in searching legal cases and their judgments

Extramural Engagements

- Actively Participated in the Youth fest of College at **HMV College** into the Skit (Drama) and Dance organized by the Guru Nanak Dev University.
- Participated in **Advanced ITT Training and MCS course** conducted by the ICAI.

Personal Details

- Date Of Birth : 01.08.1995
- Nationality : Indian
- Marital Status : Unmarried
- Languages : Hindi/English/Punjabi
- Address : B-2-771, Satnam Nagar, Jalandhar Punjab
- Current Address : Delhi

DECLARATION:-

I hereby declare that information given herein is correct to my knowledge and I will be responsible for any Discrepancy.

CA INDERJIT KAUR