

AUD IT :

* Assisted in preparation and finalization of books of accounts for the purpose of finalization of financial statements, including ledger review, reconciliations and year-end adju stments.
* Assisted in Statutory audits and Internal audits which involved review of statutory compliances, internal financial control,general ledger review, GST reconciliat ion and compliance of company policies.
* Performed multiple internal audits and rep·orting on the internal contro·ls and worked upon crucial areas of pay roll, vouching & verification.
* Reviewed monthly accounts and f inalized books of accounts for compliance with provisions of Income-tax and Goods and Services Tax.

TAXATION - DIRECT & INDIRECT :

* Worked extensively in different faces of Indirect taxation - GST Audits, annual compliances, and registrat ion.
* Worked on monthly compliances - input tax credit reconciliations, preparation and f iling of returns viz. Form GSTR-1and GSTR-38.
* Assisted and independently handled direct tax audits and finalized tax audit reports viz. Form 3CA/ 3CB and 3CD.
* Assisted in ver ifying compliance of deduction of tax at source (TDS).
* Preparation of written submission, replies, documents, and other relevant details to be submitted before assessing officer during assessment.

OTHERS :

* Assisted a team that identified an employee fraud and identified areas o·f inefficiencies which involved forged invoices, overwriting of amounts and cash embezzlement.
* Prepared provisional and projected financial statements for obtaining financial support from

financial institutions.

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