

Surbhi Sehgal  
CA, B.com(H)  
Phone: +91 7087375549  
Email: casurbhitaggar@gmail.com

## **CAREER OBJECTIVES**

To work in a competitive environment that provides a wide spectrum of experience and exposure. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization through my hard work, constant learning, professional & personal development.

## **CORE COMPETENCIES**

- Chartered Accountant with excellent knowledge of Taxation and Statutory Audits.
- Auditing
- Client Servicing/Relationship Management

## **PROFESSIONAL QUALIFICATIONS**

Qualification	Institution	Year of Passing
C.A – FINAL(Group 1)	ICAI	May 2018
C.A – FINAL(Group 2)	ICAI	Nov 2018
C.A. – IPCC(Group 1)	ICAI	Nov 2012
C.A. – IPCC(Group 2)	ICAI	Nov 2012
C.A. – CPT	ICAI	2011

## **ACADEMIC QUALIFICATIONS**

Qualification	Institution/University	Year of Passing	Percentage(%)
B.Com(H)	Panjab University, Chandigarh	2014	78
12th	BVM School (CBSE Board)	2011	81
10th	BVM School (CBSE Board)	2009	80.5

## **WORKING EXPOSURE**

### **Professional Experience**

#### **1. Employer : PWC SDC KOLKATA (September 2021 to till date)**

##### **Merger & Acquisition - Financial Due Diligence**

##### **Roles and Responsibilities:**

- As an Associate, I worked on the **preparation of various structure** in deals and Quality **Evaluation of Deals Reports** for preciseness and faultlessness.
- Worked on multiple requests from US team for data transformation by using various office tools like Power Query/ PowerPivot.
- Awarded with the **SPOT AWARD** for work appreciation.

#### **2. Employer: M/s. Navneet Sehgal & Co. (January 2019 to June 2020)**

### Roles and Responsibilities:

- Performed audit of various financial books and reports for a variety of clients. □
- Preparation of income computation of various assesses and filing of Income Tax Returns.
- Preparation of Form 15CA and 15CB
- Dealing with notices or intimations in the Income Tax Act, 1961.
- Preparation and Presentation of Letter of Income Tax Cases. Appeals of various companies.
- Conducted Statutory Audit of Punjab National Bank, Bharat Nagar Chowk, Ludhiana.

### Internship

**M/s. Navneet Sehgal & Co. :** A Ludhiana Based CA Firm, serving in the fields of Statutory Audits and Tax Audits, Income Tax.

**Profile:** Article Trainee (09th March 2013 to 08th March 2016)

Efficiently worked as Audit Assistant and worked as an effective team member for handling the Statutory Audits and Tax Audit Assignments.

### Roles and Responsibilities:

- Analysis and Preparation of Income Tax Return and TDS Returns.
- Preparation and Finalization of company and non-company Tax Audits and Statutory Audits.
- Preparation of Form 3CA, 3CB and 3CD.
- Compliance of various sections mentioned in Form 3CD.
- Preparation of Financial Statements i.e. Balance Sheet, Statement of Profit and Loss and Cash Flow Statement.
- Ensuring compliance of TDS and applicable Accounting Standards.
- Depreciation as per Schedule II of Companies Act, 2013.
- Scrutiny of ledgers, debtors & creditors reconciliation and Bank/Cash Balance.

### Major Clients Handled:

Name of Client	Assignment
Punjab National Bank	Statutory Audit
Hindon Metaform Pvt. Ltd.	Statutory Audit
Singhania International Ltd.	Statutory Audit

## **COMPUTER LITERACY**

---

- Successfully completed 100 hours of Information Technology Training in accordance with the requirements of “The Institute of Chartered Accountants of India.”
- Underwent advanced integrated course on Information Technology and Soft Skills of ICAI.
- Good Hand on Taxation Software like KDK Software.
- Worked on Banking Software like Finacle.
- Well vested with MS Office and Window OS.

## **HOBBIES AND INTERESTS**

---

- Sports: Badminton
- Travelling
- Music & Classical dance.
- Cooking
- Art Of Living Volunteer

## **PERSONAL DETAILS**

---

- Mother’s Name : Smt. Anita Sehgal
- Father’s Name : Sh. Chander Parkash Sehgal
- DOB : 31<sup>st</sup> August, 1993
- Gender : Female
- Marital Status : Married
- Languages : English , Hindi & Punjabi