

RENU SAHNI

Chartered Accountant, B.com

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Address for Communication:

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Skill Set :

- Σ Eager and ambitious to learn new skills that can be used to benefit organization.
- Σ Superior capacity of understanding new concepts and applying them correctly.
- Σ Good listener.

Technical Skills :

- Σ A good proficiency over various accounting packages like Tally, Navision etc.
- Σ Familiar with taxation and other packages like computax.
- Σ Good knowledge of MS word & Excel.

Other Personal Details :

Date of Birth : 23rd Oct, 1988
Father's Name : Chander Prakash
Marital Status: Married

Career Objective :

A dynamic personality looking forward to a challenging position as a Chartered Accountant with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

Professional & Academic Qualifications :

Examination	Institute/University	Year	Percentage
CA Final	ICAI	Nov 2013	50.00%
B.Com	Delhi University	2011	57.00%

Achievements in Professional Qualification :

- ☞ Secured Exemption (60+ marks) in 2 subjects in CA-FINAL.
- ☞ Secured Exemption (60+ marks) in 3 subject in CA-PCC.
- ☞ Secured 72 % Marks in CPT Exam.

Articleship Training – S.Sudershan Bhatia and Co.

Post Qualification Experience – more than 4 years

- ❖ SPAG & Associates, Chartered Accountants –Apr 14 to Nov 14
- ❖ Prasad Azad & Co, Chartered Accountants –Dec 14 to till date

Work Exposure :

☞ Accounting

- Σ Preparation and finalization of financial statements as per GAAP.
- Σ Compliance with applicable Accounting Standards.
- Σ Compliance with provisions of Companies Act and other applicable laws.
- Σ Maintaining Financial Accounts of companies, individuals, Proprietorship & Partnership.

☞ Auditing

- Σ **Statutory Audit** of various Corporate
- Σ **Internal Audit**
- Σ **Tax Audit** of various Corporate and non - corporate entities.

☞ Responsibilities include

- Σ Preparation & Review of Monthly Payroll for MNC clients.
- Σ Preparation & Review of Financial Statements and Consolidation of accounts
- Σ Preparation & filing of Income Tax Returns for Individuals, Firms & Corporate Assesses including Tax Planning.
- Σ Preparation & filing of GST, TDS, ROC Annual Returns
- Σ Preparation of Provisional & Projected Balance Sheet.
- Σ Having the knowledge of preparing documents, handling scrutiny and other cases in Income Tax Assessment.