

**Monika Negi**  
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## CAREER OBJECTIVE

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge and at the same time give me an opportunity to contribute to the growth of organization where I work.

## QUALIFICATIONS

PROFESSIONAL QUALIFICATIONS		
Examination	Institution / University	Marks
CA Final – Group 1	Institute of Chartered Accountants of India	51.5%
CA IPCC	Institute of Chartered Accountants of India	53%
CA CPT	Institute of Chartered Accountants of India	53.5%
EDUCATIONAL QUALIFICATIONS		
B.com (Hons)	Delhi University	65.4%
XII Class	Rajkiya Pratibha Vikas Vidyalaya, CBSE	85%
X Class	Rajkiya Pratibha Vikas Vidyalaya, CBSE	77.25%

## WORKING EXPERIENCE

- Semi Qualified, Sanjeev Kapoor & Associates, Chartered Accountants - July 2018 – September 2022
- Article Assistant, Bahal Chandhoke, Chartered Accountants - June 2014 – June 2017

- **M/S Sanjeev Kpoor & Associates, Chartered Accountants - July 2018 – September 2022**
- Substantive audit of Balance sheet and profit Loss line items such as expense testing, Taxes reconciliation, Trade Receivables and payables (Ageing, confirmations, buildup and Reinstatement) , Bank reconciliations and confirmations testing , revenue testing and reconciliation with returns.
  - Performed GST audit including reconciliations of GST returns inputs/turnover/taxes with books of accounts.
  - Maintenance of company accounts and preparation of financial statements..

- **As Accounts &Tax Executive-Audit**  
(Statutory Audits, Tax audits, Stock audit and Internal audits)

Automobile	Deutsche Cars Pvt Ltd Select Cars Pvt Ltd MG Cars Pvt Ltd Italica Motors Pvt Ltd
Construction Company	Vakil Housing Development Corporation Pvt Ltd
Home Furnishing	Maspar Industries Pvt Ltd Nirvaan Design Pvt Ltd
Trust	Manava Bharti International School Operation Asha
Others	T A C Design Pvt Ltd Cogent Foods Pvt Ltd Mahajan Overseas Pvt Ltd

## Major Areas Handled

- Fixed Assets Register and Depreciation chart
- Trade Receivables and payables (Ageing, confirmations, buildup and Reinstatement)
- TDS Reconciliations
- Revenue & Expenses scrutiny
- Statutory Dues (Compliance with various laws)
- Bank reconciliations and confirmations
- Physical verification of stock to ensure value and quantity of stock.
- Restructuring and Upgradation of Accounts (Bank Audits)
- Deferred tax working
- Expenses, Prepaid & Provisions

### **GST**

- Filing of GST returns
- Reconciliation of turnover as per Financials with GST Returns
- Reconciliation of Input credits availed with books, 2A and 3B
- GST Audits- preparation and filing of Form 9 and 9C

### **Income Tax**

- Income Tax rectifications and scrutiny assessments,
- Preparation and assisted in making responses against Scrutiny/ raid/ survey/ regular assessments.
- Preparation of Corporate, AOP(Trust) and Non Corporate clients' tax computation and e-filing of annual tax returns.
- ITR Filing and Income Tax computations preparation.
- Tax Audit various entities.
- Income reconciliation with information available on online Income Tax Portal.

### **As Article Assistant**

- Filing of Income tax Returns for Individuals, HUFs, Companies, Firms, AOP, Trusts.
- Monthly and quarterly tax calculation for clients (Indirect and Direct) and assistance in payment and various forms.
- Prepared Financial statements of various clients
- Internal audits, Statutory audits & Stock audits.
- Maintenance of company accounts and book keeping

### **Position of Responsibility**

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- Solely responsible for tabulation of audit and filing of return for both individuals and corporate entities.
- Solely responsible for scrutiny assessment responses.
- Preparation and statutory audit of financials for Individuals/LLPs/Trust/Companies.

### **SKILL SET**

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- Knowledge of Tally, Genius, DMS, Computex
- Proficient in Microsoft office
- Effective team player
- Good analytical skills

### **PERSONAL DETAILS**

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|--------------------------|--------------------|
| ▪ Fathers Name           | Prem Singh Negi    |
| ▪ Date of Birth          | 08th November 1993 |
| ▪ Linguistic Proficiency | Hindi & English    |