

## Shifaly Sharma

Chartered Accountant



### Contact Info

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### Skills

- Diverse knowledge of accounting concepts
- A keen interest in numbers
- Audit Management
- Ability to drive data-driven information
- Good communication skills

### IT Skills

- MS Office (Excel, PowerPoint, Word)

### Language

- |           |           |
|-----------|-----------|
| • English | ★ ★ ★ ★ ★ |
| • Hindi   | ★ ★ ★ ★ ★ |
| • Punjabi | ★ ★ ★ ★ ★ |

*Seeking a rewarding role in the field of Account, Taxation & Finance with a challenging organisation where I can put my professional skills and knowledge to help in the company's growth*

### Work Experience

#### Internship: Naresh Kalra & Associates | September 2014 – 2017

- Developed understanding of company audit methodology, approach and tools while working under supervision of licensed auditors
- Proofread audit and tax reports and year-end financial statements to verify accuracy.
- Prepared Financial reports and other documentation to support licensed auditor's opinions.
- Conducted revenue audits, stock audit & credit audits of nationalized & private banks in India.
- Ensuring compliances of TDS, applicable accounting standards
- Inventory valuation as per Accounting Standard 2
- Depreciation as per Accounting Standard 6 and as per schedule II of Companies Act 2013
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance
- Physical Verification of Fixed Assets & Closing Stock
- Responsible for developing and maintaining the auditing plan of the bank
- Make documentation of audit papers
- Preparation of Long Form Audit Report (LFAR)
- Preparation of Form 3CA, 3CB and 3CD
- Compliance with TDS Provisions
- Compliance with various sections of Income Tax Act mentioned in Form 3CD
- Filing ITR and TDS return of various assesses

#### Tutor Experience Since 2013

- 10 years of tutoring experience in commerce stream
- Specialized in Accounting, Taxation, Law & Economics for students between 11<sup>th</sup> to commerce graduate
- Achieved 100% success rate throughout the tenure
- Provided coaching/tuition services to 250+ students

### Academic Qualifications

**Chartered Accountant** – The Institute of chartered Accountants of India - 2022

**M.Com** – P.U. Chandigarh - 2016

**B. Com** – P.U. Chandigarh - 2013

### Area of Specialization

Taxation, Financial, Cost & Management Accounting, Micro & Macro Economics, Business Law, Business Statistics, Operational Research

### Certifications

- Certification of completion AICITSS (Advanced Information Technology Training), ICAI

### Key Strengths

- Resilient
- Problem solving & Logical mindset
- Team Player

### Personal Details

**Father's Name:** Mr. Suraj Sharma

**Date of Birth:** 15th November 1992

**Marital Status:** Unmarried