

# RESUME

## SNEHA ALREJA

Mobile: +91 9920733285

Email: sneha.alreja@gmail.com

Date of Birth: 16<sup>th</sup> April 1992

### CAREER OBJECTIVE

Seeking a challenging position in an organization that offers diverse experience in a work environment, that fosters learning as well as provides an opportunity to apply my professional skills towards the growth of the organization and mine as well.

### ACADEMIC CREDENTIALS

Examination	School/ College/Board	Year of Passing	Result
Bachelor of Law (General) – 2 <sup>nd</sup> Year (Three Year Course)	K.C. Law College (Mumbai University)	Nov 2015	57%
IPCC	ICAI	Nov 2011	50%
B.Com	H.R.College (Mumbai University)	2013	82%
HSC (Commerce)	H.R.College (Mumbai University)	2010	83%
SSC	Maharashtra State Board	2008	87%

### SYNOPSIS OF EXPERIENCE

Name of Organisation	Tenure	Years of Experience	Designation
SKP Business Consulting LLP	February 2012 – June 2015	Three years	Intern

### PROFESSIONAL SYNOPSIS

- ☐ Legal Opinions on Tax Laws
- ☐ Indirect Tax Fraud Assessments
- ☐ Cost analysis
- ☐ Value chain analysis
- ☐ Business Modeling and Set up–  
International Clients
- ☐ Due Diligence
- ☐ Policy and Contract Review
- ☐ Foreign Trade Policy
- ☐ Indirect Tax Returns and Assessments
- ☐ Indirect Tax Audits

### BASKET OF KEY COMPETENCIES

- ☐ Document Drafting
- ☐ Command over English
- ☐ Presentation Skills
- ☐ Result orientation
- ☐ Interpersonal and communication skills
- ☐ Excellent Analytical ability
- ☐ Decision Making
- ☐ Assertiveness
- ☐ Process Orientation

## WORKING EXPOSURE

### **SKP Business Consulting LLP :**

I was associated as an intern with Indirect Tax Department of SKP Business Consulting LLP which is a full fledged professional services group providing a wide range of services in the areas of Business set ups, M&A, due diligence, statutory compliances and various advisory services as required by the clients.

My key role was to provide advisory and compliance services on Indirect Taxes which includes the following:

- ☐ Providing advice on Indirect Tax litigation issues and assisting in preparation of replies to Show Cause Notice for Tax Department submissions.
- ☐ Indirect Tax Assessments and Audit of Multinational Companies.
- ☐ Providing solutions to clients desirous of setting up new business or expanding existing businesses to ensure compliance and also be cost effective.
- ☐ Conducted Fraud Assessment of a Media Company which involved account review & compliance check followed by suggesting corrective measures.
- ☐ Business modelling for clients based on varied schemes available under Foreign Trade Policy.
- ☐ Providing periodic updates to clients on amendments in Indirect Tax laws, including impact of Union Budget.
- ☐ Drafting articles on Indian Indirect Tax laws for Nexia International, our affiliated partner.
- ☐ Conducting Health Checks and Due Diligence.

### **Development/Improving processes:**

- ☐ Actively involved in setting up a knowledge management portal.

## EXTRA CURRICULAR ACTIVITIES

- ☐ Secretary (2016-17) - RCMG
- ☐ Director Professional Development (2015-2016) – RCMG.
- ☐ Director International Service (2013-2014) – RCMG.  
*(Rotaract Club of Mumbai Ghatkopar (RCMG) is a Non-profit organization registered under Rotary Club, which works towards social development of the society and professional development of its members and society at large.)*
- ☐ Member of the Students Council at H.R. College of Commerce and Economics.
- ☐ Participated in Scholarship, Elementary and Intermediate Drawing and other competitive examinations.

## ADDITIONAL INFORMATION

- ☐ **Languages known:** English, Hindi, Sindhi, Marathi, Gujarati.
- ☐ **Interest:** Photography, Reading, Painting, Travelling, Listening to Music.
- ☐ **Contact Address :** 204/5577, Udyandarshan-A, R.N.Narkar Marg, Pantnagar Ghatkopar East, Mumbai 400075.