

CURRICULUM VITAE

SUNNY CHAWLA

Contact

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Objective

Seeking a challenging environment where I can augment my technical knowledge and effectively contribute towards the goals of the concerned organization.

Strength & Competency

- Knowledge of MS EXCEL, MS WORD, TALLY 7.2, TALLY ERP 9.0
- Internal Audit, Tax Audit, GST Audit, Maintenance of Books of Accounts
- Finalisation of Balance Sheet, Preparation and Filing of GST Return, TDS Return, Income Tax Return
- Reconciliation of Party ledger
- Stock Audit of PAN Food Ltd. (Panipat)
- Statutory Audit of Vijaya Bank Ltd. (Saharanpur & Roorkee Branch)
- Statutory Audit of Punjab National Bank (Bhiwani Branch)

Job Experience

- Currently Working in Rakhecha & Co. As Senior Associates (Audit & Taxation)

Scope of Work

Internal Audit, Statutory Audit and GST Audit of Manufacturing Company

- May 2018 to Oct 2019 in R P Narang & Co. as An Associates (Finance & Taxation)

Scope of Work

Prepare and filing of Income tax return, Finalization of Financial Statements, Tax Audit, Internal Audit of Restaurant, Manufacturing, Logistics and construction company.

- 16 Dec to 2016 to April 2018 in Intertek India Pvt Ltd. As a Finance Credit Control Executive in O2C Process

Scope of Work

Maintaining Daily Collection Register, Daily Reporting to Accenture in ERP, Bank Reconciliation

- Nov 2012 to 15 Dec 2016 in Devgiri Overseas Pvt. Ltd. As an Assistant Internal Auditor

Scope of Work

Purchase Audit- Vouching, Cross Checking of Purchase Invoice With Purchase Order, Entry Inward

Stock Audit- Inter Company Stock Audit, Verify Stock Register, and Preparing Document For Export Refund

TRAINING DETAILS

- 100 HOURS INFORMATION TECHNOLOGY TRAINING
COMPLETED ON 7th JUNE
- ARTICLESHIP FROM DNJ & CO. (PANIPAT)
28th April ,2009 to 27 OCT, 2012

Languages Known

ENGLISH, HINDI AND PUNJABI

Professional & Academic Qualification

EXAMINATION	Institute	Year	% MARKS
CA FINAL 2 nd Group	ICAI	Jan 2021	52%
CA FINAL 1 st Group	ICAI	May 2015	52%
CA PCC	ICAI	NOV 2011	55%
CA CPT	ICAI	DEC 2008	70%
B.COM	KUK	APRIL 2010	65%
CLASS 12 th	HBSE	MARCH 2007	79%

Personal Details

Fathers Name : MR. VARINDER CHAWLA
Profession : ACCOUNTANT
House Address : R-1/6 QUILLA
PANIPAT-132103
Marital Status : Unmarried
Date of Birth : 02-Dec-1988
Positive Treat : Positive Attitude, Committed to Work, Punctual

Interests / Hobbies

- PLAYING CRICKET, LISTENING MUSIC, TRAVELLING TO NEW PLACES, MEEETING NEW PEOPLE