

## PROFESSIONAL EXPERIENCE

**ASHOK O P AGRAWAL AND CO, Delhi | Associate, Direct Tax**

May 2020 – Present

31-year old Chartered Accountancy firm in New Delhi, catering to both Indian as well as International clients across multiple sectors; Currently supporting the direct tax function primarily in compliance and audit

- Single-handedly conducted the tax audit of ~15 clients operating representing multiple entities such as Company, Partnership and Sole Proprietorship
- Filed Income Tax Returns of client families and other individuals, having income from multiple sources such as property, business, and capital gains

**SHIVALIK MERCANTILE COOPERATIVE BANK, Saharanpur | Audit Consultant**

Jul 2019 – Mar 2020

The first and the largest multi-state Urban Cooperative Bank with headquarters in Uttar Pradesh, focused on serving the lower strata of the society; Supported the audit function for the HQ in Saharanpur

- Spearheaded the RBI mock audit presentation for the Saharanpur HQ to identify the gaps in compliances and flagging them to the management stakeholders well ahead of the actual audit
- Regulated the progress of multiple audits (internal, concurrent, etc.) across 32 branches pan India to ensure timely achievement of expected milestones
- Conducted the audit quality assessment of various audit teams pan India across different parameters of the defined evaluation matrix
- Supported the Audit Controller at HQ in regularly reviewing the progress on identified deficiencies and recommending the relevant course of action, wherever required
- Formulated the audit checklist as a guiding tool for regional audit teams, applicable to multiple audit types (internal, concurrent, etc.)

**S.B.G. & Co., Delhi | Executive**

Sep 2018 – Jun 2019

Mid-size chartered accountancy firm headquartered in New Delhi, having pan-India presence, primarily serving clients in auditing, taxation and corporate affairs; Worked across the end-to-end service portfolio for clients based out of New Delhi

- Supervised end-to-end compliances in Direct Tax related to income tax return filing and advance tax calculations across multiple entities such as Companies, LLPs, partnerships, and individuals, in close collaboration with client stakeholders
- Ensured regular compliance under the Companies Act, 2013 related to filing of annual returns, financial statements, and annual reporting of deposits
- Assisted in company-wide tax audits for diversified businesses, including a leading Indian origin sportswear brand and other manufacturing and trading concerns
- Supported the partners in preparation of income tax assessments and representations till the CIT (A) level
- Managed financial reporting requirements on Tally ERP, Busy and Marg ERP for numerous clients across multiple sectors

## EDUCATION

**Chartered Accountant, Final | 54.00%**

Nov 2016 – May 2018

- Secured **70%** in Strategic Financial Management and **61%** in Financial Reporting in Group I
- Secured **60%** in Information System Control and Audit (ISCA) and **60%** in Indirect Tax Laws in Group II

**Freelance Consultant, Saharanpur**

Aug 2012 – Aug 2017

- Prepared project reports for diversified MSMEs to facilitate funding from banks and to conduct cost management analysis
- Filed Income Tax Returns for individuals and partnerships operating across multiple sectors in Uttar Pradesh
- Ensured timely compliance of Form 61A (Income Tax) for specified transactions by filtering eligible clients, collating relevant transactions, and ensuring accurate reporting

**Article Assistant, Rakesh Neelam and Associates, Saharanpur**

Sep 2011 – Jul 2012

- Single-handedly undertook end-to-end bank reconciliations and managed client interactions to resolve emerging discrepancies
- Managed books of accounts, including preparation of financial statements for specific clients engaged in trading businesses
- Assisted the principal and core team in concurrent audit of a PSU bank

**Chartered Accountant, IPCC | 65.00%**

Jun 2010 – Nov 2011

- Secured **77%** in Accounting, **67%** in Auditing, **65%** in ITSM and **63%** in Advanced Accounting

**Chaudhary Charan Singh University, Meerut | B.Com (Distance) | 65.90% (1<sup>st</sup> Division)**

Jun 2012 – May 2014

**Lord Mahavira Academy, Saharanpur | Class XII (CBSE) | 86.00%**

Apr 2009 – Mar 2010

**Lord Mahavira Academy, Saharanpur | Class X (CBSE) | 94.40%**

Apr 2007 – Mar 2008