

## **PRIYANKA BHARDWAJ**

**Chartered Accountant**

Respected Sir/Madam,

I am writing to you to put forward my candidature for the esteemed position in your organization.

I have cleared CA Final examination in May 2016 and I aspire to join a growth-oriented organization, which gives me ample exposure in Accounts, Auditing, Taxation, Finance or any related field of operation as per requirement.

I understand that your organization draws the best talent and grooms them to become future leaders. With the extensive level of time and efforts spent, the candidates are given the toolset to perform at every level and excel.

I believe this to be in congruence with my goal to work in an organization which provides me with opportunities for growth and expand my horizon. I will be thankful if my candidature can be considered favourable for the prestigious position in your organization and assure that, if given an opportunity I will prove to be an asset to the organization.

With Regards

Your Sincerely,

Priyanka Bhardwaj

Encl:Copy

Of

Resume



**Career Objective:**

To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers me the opportunity to enhance my professional skills.

**PROFESSIONAL & ACADEMIC SUMMARY**

Qualification	Year of Passing	Performance (%)
CA-FINAL	2016	54%
B COM	2011	53%
Senior Secondary	2007	74%
Secondary	2005	68%

**WORKING CHRONOLOGY**

Company	Designation	Period
Sajjan Beniwal & Associates	Audit and Taxation head	Nov 2019 to Jan 2021
Deepak Batra & Co.	Audit Manager	July 2018 to Oct 2019
Parveen Goyal & CO.	Audit & Accounting Head	Oct 2016 to June 2018

**EXPERIENCE SUMMARY**

Clients Handled	
<b>Internal Audits</b> <ul style="list-style-type: none"><li>➤ Tightwell Fasteners (Group)</li><li>➤ Dynamic Transmission Pvt.Ltd. (Group)</li><li>➤ S.R. Education Society (Group)</li></ul>	<b>Statutory Audit &amp; Tax Audits</b> <ul style="list-style-type: none"><li>➤ Fouji Vita Diary</li><li>➤ Metro Steels</li><li>➤ Gauri Buildcon (P) Ltd.</li><li>➤ Parwati Enterprises</li><li>➤ Scholar Rossary Senior Sec. School</li><li>➤ Huda Gym Khana Club</li><li>➤ IND Sanitation Solution Pvt. Ltd.</li><li>➤ Lakshmi Metels &amp; M/C Pvt. Ltd.</li><li>➤ Ronin Geeks Pvt. Ltd.</li><li>➤ MSLR Pvt. Ltd.</li><li>➤ Nans Hotels Pvt. Ltd.</li><li>➤ Ch. Devi Lal Cooperative Sugar Mill</li></ul>

**Exposure Gained:**

- Statutory Audit as per the provisions and schedules of Companies Act, 2013 including:
  - ✓ Preparation of audit programs in consultation with client.
  - ✓ Analysis of draft financial statements including notes to accounts with analytical procedures.
  - ✓ Finalization of Balance Sheet along with Cash Flow Statement.
  - ✓ Preparation of Audit Report and Companies (Auditor's Report) Order, 2016 (CARO).
- Tax Audit as per Guidelines issued by the ICAI and provisions given in the Income Tax Act u/s 44AB including:
  - ✓ Scrutinizing Accounts and Schedules for checking disallowances and liability of contingent nature.
  - ✓ Identification of related parties and payments made to them.
  - ✓ Examining books of accounts and relevant documents for loan taken or repayment for compliance of section 269SS and 269T.
  - ✓ Checking TDS Compliance as per Chapter XVII-B or XVII-BB.
  - ✓ Checking Quantitative Detail of Stock for trading and/or manufacturing concern.
  - ✓ Preparation of Form 3CA, 3CB and 3CD.
- Internal Audit including:
  - ✓ Checking of Internal Control System.
  - ✓ Checking Approval of the Authorised Personnel for bills reimbursement and Advances given to staff.
  - ✓ Checking payroll records with attendance register and compliance with labour laws.
  - ✓ Verification of cash balance as per Accounts with actual cash with cashier.
  - ✓ Vouching of items of Income and Expenditures.
- Assisting in Various Stock Audits held by the firm.
- Assisting Clients with preparation of submissions to defend their cases before tax authorities.
- Book Keeping for Various Clients.
- Preparing Project Reports and Provisional Balance Sheets for client's Loan requirements
- Preparing Various Certificates like Stock Certificate, Turnover Certificate etc.

**WORKS UNDERTAKEN:**

- Tax Audit as per Guidelines issued by the ICAI and provisions given in the Income Tax Act u/s 44AB.
- Reconciliation of books of accounts (Banks Accounts, Debtors etc)
- Finalization of Balance Sheet.
- Various compliances required by Registrar of Companies under Companies Act, 2013.
- Finalization of Director Report, Notice and Annual Return of Companies.
- Statutory Audits

**ARTICLESHIP**

Company	Period
Deepak Batra & Company	12 March 2011 to 11 March 2014

**I.T. SKILLS**

- Working knowledge of Windows & MS Word/ Excel.
- Successfully completed 100 hours of IT Training as per the Regulation 45 of The Chartered Accountant Regulations, 1988
- Successfully completed 100 hours of IT Training by ICAI.
- Working Experience of various Accounting Soft wares like MARG, Tally,ERP,Busy

## **BEYOND CURRICULAM**

- Participated in social and cultural activities.
- Undergone Advanced Management and Communication Skills Course conducted by ICAI

## **PERSONAL DETAILS**

Fathers Name : Mr. Raj Kumar  
Mothers Name : Mrs. Anita Devi  
Date of Birth : 01.01.1990  
Address : Adarsh Nagar, Delhi  
Literary Skills : English & Hindi  
Hobbies : Reading Professional Articles online  
Strengths : Optimistic, Goal Oriented, Hard Working, Responsible & willing to learn