

### Qualifications:

Education	Year of Passing	%age of Marks	University/Board
CA	2021	53%	ICAI
B. Com. (Hons)	2014	70%	Rajdhani College, University of Delhi
Class 12th	2011	90%	CBSE
Class 10th	2009	79%	CBSE

### Working Exposure:

1. Worked as **Paid Assistant** at **M/s NJG & Co., Chartered Accountants** from June 2019 to September 2021.

#### **Audit of Corporate/ Firms**

- Assisting the client in finalization of accounts and preparing the financial statement
- Evaluating the internal controls and recommendations on process improvement
- Drafting and preparation of reports related to Company Compliances
- Preparation of Project Report
- Guiding the client for budget finalization and performance evaluation
- Assisting the client in finalization of accounts and preparation of financial statement

#### **Indirect Tax:**

- Preparation and filing of annual GST return (GSTR 9C)
- Conducting GST audits of various clients
- Filing of monthly returns (GSTR 1 & GSTR 3B)
- GST Registration of various clients

#### **Income Tax Cases:**

- Conducting the tax audit, finalizing the 3CD report and filing of income tax return
- Drafting and finalizing replies against appeals/notice from various authorities
- Preparation of various document and replies for assessments & revision

2. Worked as **Article Assistant** at **M/s Dhillon & Associates, Chartered Accountants** from April 2015 to July 2018.

#### **Banking Companies:**

- Central Statutory Audit in leading PSU Bank
- Concurrent Audit of leading PSU and Corporative Bank
- Stock Audit/ Unit Inspection Audit
- Revenue Audit of PSU Bank

#### **Mutual Fund & Insurance Company:**

- Quality Control Review on monthly/ quarterly/ Half yearly/ Surprise visit & reporting of various branches.
- Audit of regional and zonal offices

**Taxation:**

- Income Tax Returns filing of Companies and Individuals
- Drafting & filing of submissions, reports and appeal documents before appellate authority
- Preparation of Tax Audit Reports

**Accounting:**

- Preparation of Journals, Ledgers and books of various Companies
- Application of Companies Act & AS for Revenue recognition & Taxes (DTA/DTL), MAT
- Preparation of Balance Sheet

**Others:**

- Preparation & filing of Legal Compliances (E-forms) with MCA
- Preparation of ROC Search Report for various Banks
- Due Diligence Reports for Banks

**Achievement & Certificate**

- Represented in Republic Day Parade and CWG Ceremonies on behalf of school
- Participated in blood donation campaign
- Worked as volunteer for blind student support society “Vision”
- Participated in National Convention of CA student by ICAI
- Received 2<sup>nd</sup> prize in state level Sanskrit singing competition in Delhi

**Personal Information:**

<b>Date of birth</b>	: September 12 <sup>th</sup> 1995
<b>Permanent address</b>	: RZ-59, Manas Kunj, Uttam Nagar, New Delhi-110059
<b>Father's &amp; Mother's Name</b>	: Mr. Manoj Choudhary & Mrs. Kumkum Kumari
<b>Languages Known</b>	: Hindi, English
<b>Computer literacy</b>	: MS office (word, excel and PowerPoint), Tally ERP, Compu- Office
<b>Personal characters</b>	: Optimistic, Pragmatic, Holistic viewer, Effective
<b>Hobbies</b>	: Painting, Gardening, Watching movies, Travelling, Outdoor games

Swati Choudhary  
New Delhi