

# CA Gurneet Kaur Sarna

A career oriented person & committed to a positive learning atmosphere, organized and driven with the ability to execute challenging tasks.

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## EDUCATION

### CA FINAL GROUP-2

ICAI (Grade 50%)

05/2021

### CA FINAL GROUP-1

ICAI (Grade 50%)

11/2018

### Bachelor of Commerce

Ch. Charan Singh University (Grade 63%)

2012 - 2015

### Senior Secondary (12th)

MPGS (Grade 93%)

2000 - 2012

## WORK EXPERIENCE

### Finance Intern

Tour De Force Consultants Pvt Ltd

08/2021 - Present

Corporate Finance and Management Consulting

New Delhi

*Achievements/Tasks*

- Valuation of Companies - Research and evaluation of Market prices. Preparation of valuation reports containing general economic conditions, assessment and financial analysis of enterprise being appraised.
- Working with financial models like Discounted Cash Flow, Company Comparable Analysis, Multiple Method.

### Accounts Assistant

R.R. Kumar & Co, Chartered Accountants

2017 - 2019

*Achievements/Tasks*

- Accounting and Audit assignments under the expert supervision of mentors.
- Experience in entire gamut of accounting operations entailing preparation & maintenance of books of accounts & administering its finalization.
- Examining Financial Statements including Trial Balance, Bank Reconciliation, Profit & Loss A/c & Balance Sheets.
- Review of Tax Deduction at Source (TDS) in terms of deduction, calculation and its deposition as per Income Tax Laws.
- Statutory, Tax Audit, Preparing Individuals, HUFs, Firms & Companies Income Tax Returns.

### Articleship

R.R. Kumar & Co, Chartered Accountants

2014 - 2017

*Achievements/Tasks*

- Performed Statutory Audit & Tax Audit - Analyzing the financial statements & ensuring procedures are correctly followed and compiled with.
- Audit the organization's balance sheet, profit and loss statements and ledger accounts. Prepared working papers and supporting documentation for audit findings.
- Prepared Tax audit reports, determining taxable income and applicable tax deductions along with filing of Income Tax Returns.

## SKILLS

Financial Reporting

MS Word

MS Excel

Accounting Management

MS Powerpoint

Tally

Overview of GST

## CERTIFICATES

Excel Skills for Business Specialization (07/2020)

<http://coursera.org/verify/EF7RZMGXSX4A>

Master QuickBooks Pro 2020 (07/2021)

Udemy

AICITSS(Advanced Integrated course on Information Technology and Soft Skills)

General Management and Communication Skills

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency