# 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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O Delhi, India

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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

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
- 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**

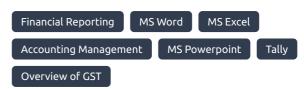
### R.R. Kumar & Co, Chartered Accountants

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**



## **CERTIFICATES**

Excel Skills for Business Specialization (07/2020)

http://coursera.org/verify/EF7RZMGXSX4A

Master QuickBooks Pro 2020 (07/2021)

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

General Management and Communication Skills

## **LANGUAGES**

**English** 

New Delhi

Full Professional Proficiency

Hindi

Full Professional Proficiency

Puniabi Full Professional Proficiency