

SANYAM GUGLANI

CHARTERED ACCOUNTANT (NOV 19)

PERSONAL

D.O.B : 20-08-1994
LANGUAGE : HINDI, ENGLISH,
MOTHER'S NAME: MRS. SUNITA RANI

SKILLS

- MS-WORD, MS-EXCEL ,VLOOKUP & HLOOKUP
- TALLY ERP 9 , BUSY SOFTWARE
- COMPUTAX & WEB-E-TAX SOFTWARE
- MANAGEMENT

STRENGTHS

- ABILITY TO WORK UNDER PRESSURE
- FAST LEARNER & TEAM PLAYER
- PUNCTUALITY

EDUCATION

- CA FINAL GROUP II (NOV'19)
- CA FINAL GROUP I (MAY'18)
- B.COM (CDLU) (2015)
- CLASS XII (CBSE) (2012)
- CLASS X (CBSE) (2010)

ACHIEVEMENTS

- EXEMPTION IN IDT & ISCA (FINAL GR-II)
- EXEMPTION IN FR & SFM (FINAL GR-I)
- EXEMPTION IN FR (IPCC-I)

HOW TO CONTACT ME

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Haryana 125055

Career Objective :

To become a successful professional in the field of Taxation & Finance by working in an innovative and competitive world through best utilization of limited resources of the organization for bringing the best possible output

AKSA & Associates (03/2021 to 09/2021)

Post - Qualified Chartered Accountant

- Identification of internal checks & control system, checking statutory compliances, physical inventory verification.
- Verification of sales, purchase, taxes, statutory dues, computation of depreciation.
- Preparation & Filing of Tax audit Report as per Income Tax Act 1961.
- Preparation & Reconciliation of TDS & TCS.
- EPF, ESIC & Salary Reconciliations.
- Ledger Scrutiny , Vouching & Verifications.
- Preparation & Filing of Income Tax Returns.
- Running Knowledge of GST.
- Books & 2A Reconciliation, Books & GSTR-1 Reconciliation.
- Verification of operating expenses, cash and bank review, fixed asset review and ensuring appropriate accounting treatment to all the financial assertions.

Virmani & Associates LLP (09/2020-03/2021)

Post -Junior Qualified Assistant

- Preparation & Filing of Income Tax Returns
- Preparation & Filing of Tax audit Report as per Income Tax Act 1961
- Reconciliation of TDS, EPF, ESIC & Salary.
- Ledger Scrutiny , Vouching & Verifications
- Finalisation of Books of Accounts of Proprietors
- Assisting the senior CA in his/her working.

Pawan Chagti & Associates, Chartered Accountants

Post-Article Assistant (09/2014-09/2017)

- Preparation & Filing of Income Tax Returns
- Preparation & Filing of TDS Returns and Consultancy on Various matters
- Liaisoning with government department
- Assisted in Statutory Audit of Punjab & Sindh Bank
- Internal control system, checking statutory compliances, sales, purchase, payroll vouching, physical inventory verification
- Director Related Compliances(DIR-3,DIR-12)
- Company Incorporation

Clients Handled (Concurrent Audit)

- Institute of Company Secretaries of India, NIRC (Regional Head Office)
- Capital Ventures Pvt. Ltd.
- Teleone Consumers Products Pvt. Ltd.