

Sugandha Agarwal

Chartered Accountant, B.Com

A proactive learner with a passion and realistic planning focused enough to utilize the analytical and technical skills by continuous learning and improvement to actualize the potentiality into reality for the accomplishment of organizational goals.

✉ Sugandha.agarwal10@gmail.c

📞 9873440178

📍 Rampur (U.P.)

EDUCATION

Chartered Accountancy

Institute of Chartered Accountants of India

Levels

◦ CPT – 58% ◦ IPCC-54% ◦ Final-52%

B.Com

MJP Rohailkhand University, Bareilly

2012-2015

61.70%

Class XII

St. Mary's Senior Secondary School, CBSE (Rampur)

2012

87.80%

Class X

St. Mary's Senior Secondary School, CBSE (Rampur)

2010

89.30%

(9.40 CGPA)

WORK EXPERIENCE

Article Assistant

V Sankar Aiyar & Co. (Statutory Audit Dept.)

04/2015 – 04/2018

Paid Assistant

MAPSS & Co. (Previously known as Gyan Praveen & Associates)

01/2021 – 02/2021

08/2021-Present

Tasks

- ✓ Handled assignments for Statutory Audit, Tax Audits, Stock Audit.
- ✓ Handled assignments for annual e-filing of the company with ROC and income tax department.
- ✓ Preparation of books of accounts of individuals, firms and companies.
- ✓ Preparation and filling of income tax return, TDS return and GST returns.
- ✓ Preparation and filling of tax audit report.
- ✓ GST Registration

SKILLS

MS Word	MS Excel	Tally
SAP	ITAX	Audit Manager

STRENGTH

- ✓ Strong potential to portray leadership and motivational qualities.
- ✓ Easily adapt to new situation.
- ✓ Possess good interactive and communication skills.
- ✓ Patient and confident personality.
- ✓ Ability to carry on responsibility well.
- ✓ Problem solving.

ACHIEVEMENTS

- ✓ Cleared CA-CPT in the first attempt.
- ✓ Scored exemption in Financial Reporting at CA-Final level.
- ✓ Scored exemption in Advance Accounting at CA-IPCC level.
- ✓ Secured 3rd position in "Advertisement Competition" in class XII.
- ✓ Secured 65% marks in Junior General Knowledge Test Certificate from UNITED SCHOOLS ORGANISATIONS OF INDIA in Nov 2004.
- ✓ Being complimented by audit managers and co workers.
- ✓ An integral part of the audit team for doing audits of trust, co-operative societies, private companies.

CERTIFICATIONS

- ✓ Information Technology Training conducted by ICAI
- ✓ General Management and Communication Skills (GMCS-I Course) conducted by ICAI
- ✓ Orientation Programme organized by ICAI
- ✓ Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) MCS course organized by ICAI
- ✓ CA Students conference Prarambh- Start of New Era organized by Ghaziabad Branch of CIRC of ICAI.
- ✓ I AM CA _ WORKSHOP: Certificate of participation

MAJOR CLIENTS

- ✓ Indian Oil Corporation Limited (Refinery Division)
- ✓ JJ Impex Delhi Private Limited (A Subsidiary of Maruti India Ltd.)
- ✓ Logix Infrastructure Private Limited (Logix Blossom County- Logix Group)
- ✓ Pradan , Delhi
- ✓ St. Xaviers Senior Secondary School, Delhi
- ✓ Jesus & Marry Educational Society: Convent of Jesus & Marry School Delhi, Ambala, Mussoorie
- ✓ Franciscan Sisters of our Lady of Graces: Gajraula, Dehradun, Lucknow, Meerut

PERSONAL DETAILS

- Father's Name - Mr. Anurag Agarwal
- Mother's Name - Mrs. Anju Agarwal
- Date of Birth - 10th January 1995
- Nationality - Indian
- Language known - Hindi & English
- Personal Interest - Travelling, Drawing, Listening Music
- Address - Amarpali Village, Indirapuram, Ghaziabad (U.P.)