

RESUME

CA Neelam

A-57, Street No. 3,
Adhayapak Nagar, Nangloi
New Delhi - 110041
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OBJECTIVE

To pursue a challenging and growth oriented career in a professional organization that offers opportunities to learn & grow.

PROFESSIONAL QUALIFICATIONS

Examination	Year	Institution
C.A. Final	Nov 2014	ICAI

ACADEMIC QUALIFICATIONS

Examination	Year	Board /Institution	Percentage
B.Com (Hons.)	2007	Delhi University	63%
12 th	2004	C.B.S.E	80%
10 th	2002	C.B.S.E	67%

COMPUTER PROFICIENCY

- Working knowledge of Tally and other Accounting Software.
- Working knowledge of Ms Excel, Ms Word, Ms Power point and Internet.
- Working Knowledge of E-Return filing software Saral Tax office, Spectrum, Genius, Computax.
- Information Technology Certificate issued by ICAI

WORK EXPERIENCE

Name of Organization	Place	Period	Designation
India Assist Insights Private Limited	Aerocity, New Delhi	20.08.2019 to till date	Manager Finance
SKSB & Co.	Janak Puri, New Delhi	01.05.2017 to 17.08.2019	Senior Manager
Royal Construction Company	Vikas Nagar, New Delhi	01.02.2016 to 19.04.2017	Senior Executive
P.K. Agarwal & Co.	Dwarka, New Delhi	01.02.2015 to 30.06.2015	Senior Manager
Anil K. Maheshwari & Co.	Rajendra Place, New Delhi	14.10.2009 to 27.02.2013	Article Assistant

FUNCTIONAL SUMMARY

➤ Statutory Audit

- ❖ Auditing of financial statements.
- ❖ Scrutiny of various ledgers i.e. Cash Account, Bank Account etc.
- ❖ Preparing Bank Reconciliation Statements.
- ❖ Vouching of Expenses.
- ❖ Analysis of Expense Variation.
- ❖ Checking fixed asset register and depreciation thereon.
- ❖ Ensuring the compliance with Accounting Standards.
- ❖ Ensuring Compliance with relevant laws and regulation.
- ❖ Preparation of Statutory Audit reports.

➤ Tax Audit

- ❖ Conducted Tax Audit of various Companies and Individuals
- ❖ Preparation of Tax Audit reports and its supporting annexure.

➤ Accounting

- ❖ Involved in preparation of Accounts of various corporate and non-corporate Entities.
- ❖ Finalization and Preparation of Financial Statements.

➤ **Others**

- ❖ Preparation and e-filing of Income Tax Returns of Individuals.
- ❖ Assessment under the Income Tax Act 1961.
- ❖ Concurrent Audit of Bank.

PERSONAL INFORMATION

Father's Name	Sh. Chander Prakash
Marital Status	Married
Sex	Female
Date of Birth	5th Nov, 1986
Language Known	Hindi & English
Nationality	Indian
Hobbies	Dancing and Playing Badminton

Date:

Place:

(Neelam)