



Career Objective

To obtain a position within an organization that will allow me to utilize my professional skills, experience and willingness to build a long-term career with opportunities for career growth.

Current Employer

Period		Designation
June 2019 – Till Date	Cavisson Systems Inc. Compass Systems Pvt. Ltd. (Corporate Office C-139, Sector-63, Noida UP)	Account Manager

Previous Employer

Period		Designation
Dec 2012 – Sep2015	Fastech Projects Pvt. Ltd. (Corporate HQ- SF-08, 2 nd Floor Cross River Mall, Near Karkardooma Court, Vishwas Nagar Delhi 1100051)	Account Manager
Dec 2011 – Nov 2012	Gupta Gattani & Co. (Room No : 107, Pratap Bhawan, 5 Bhadur Shah Marg Delhi 110002)	Audit Executive

Work Exposure

Bank audits

- ✓ **Stock Audit** of Punjab & Sind Bank.
- ✓ **Statutory Audit** of State Bank of India

Statutory Audit

- ✓ Magik Homes Infracon Pvt. Ltd.
- ✓ Ecartes Technology Pvt. Ltd.
- ✓ Vibgyor Technography Pvt. Ltd.
- ✓ Bengani Securites Pvt. Ltd.
- ✓ Bengani Capital Services Pvt. Ltd. Etc

Tax audit of Non Banking Finance Company

- ✓ Bikaner Commercial Co. Ltd.- Engaged in Assets Financing Company

Taxation

- ✓ Preparation and Filing of Income Tax Return of Individuals, Partnerships Firm, Private Limited Company, under e-filing facility.
- ✓ TDS Return, Service Tax Return and Other Work.
- ✓ Tax Audits of entities required to get their books of accounts audited under provisions of Income Tax Act.

Articleship Experience

Period	Employer	Designation
Jan 2007 – Jul 2010	M/s Agarwal Anoop & Associates (37, Chawla Complex A-215 Shakarpur Vikas Marg Delhi 110093)	Article ship

Articleship Exposure

Bank Audit

- ✓ Half Yearly Audit of Syndicate Bank

Statutory Audit

- ✓ Intime Freight & Forwarders Pvt. Ltd.
- ✓ Fast Link Infotech Pvt. Ltd.
- ✓ Omfa Rubber Pvt. Ltd.etc.

Taxation

- ✓ Preparation of IncomeTax Return of Individuals, Partnerships Firm,Trust, Society.
- ✓ TDS Work and other similar work.



Professional Qualification

Sr No.	Institute	Level	Year of Passing (Marks (%)	Remarks
1	The Institute of Chartered Accountants of India	Final	May 2012	50.25	More than 60% in Account & Indirect Tax.
2		PCC	Nov 2009	53.83	More than 60% in Cost Accounting & Financial Management.
3		CPT	Nov 2006	51	-

Academic Qualification

Sr No.	School / College	Board/University	Level	Year of Passing	Marks (%)
1	Vivekand College (Non-Collegiate Woman Education Board)	Delhi University	B.Com	April 2009	53.18
2	Rajkiya Pratibha Vikas Vidyalaya, Nand Nagri ,Delhi-110093	CBSE	XII	March 2006	74.8
3	Govt. Girls Sr. Secondary School Shahdara Delhi-110032	CBSE	X	March 2004	65.8

Certificate & Training

Doing a GST Certification course conducted by ICAI.

Successfully completed 15 Days GMCS training by NIRC of ICAI.

Completed ITT of 100 hours Training prescribed by ICAI.

Computer Proficiency

- Well Versed with MS Office.
- Tally, ERP , Tax Preparation Software

Personal Details

- Husband Name : Mr. Udit Jain
- Date of Birth : 30th June, 1989 (30th Years)
- Sex : Female
- Marital Status : Married
- Personal Traits : Ambitious, Dedicated, Disciplined,
Commitment Excellence, Enthusiastic, Team Workers.
Belief in virtues and consistency.

Place: New Delhi

(Sonal Jain)

✉ PR-206, Presidency Tower Supertech Icon, Nyay Khand 1 ,Indirapuram, Ghaziabad- 201014

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