



### Profile Summary



- **Chartered Accountant** qualified in **May-2018** having **more than one year** of post qualification experience with rich exposure in the field of **Accounting, Financial Reporting, Auditing, CARO Reporting, Preparation & Finalization of Balance Sheet & Statement of Profit and Loss and other Regulatory Compliances.**
- Worked closely with **various teams** including tax, legal, transaction processing, controllers and **liaison with various stakeholders** on different aspects, as a part of various assignments.
- Excellent with **numbers, result driven professional** with **planning, execution, monitoring and resource-balancing skills**, as well as the **ability to handle multiple tasks in high pressure environment and under tight guidelines.**

### Skills



- Analytical Skills
- Communication Skills
- Decision Making
- Teamwork
- Positive Attitude
- Organised
- Self-Motivated
- Multi-Tasking
- Leadership
- Docusign
- MS Excel
- Tally 9
- Infor, Blackline

### Core Competencies



- Preparation of Financial Statements
- Accounting standards
- Indirect Taxes
- Tax Returns
- Regulatory Compliance
- Statutory Audit, Internal Audit & Tax Audit

### Work Experience



Prometric Testing Pvt. Ltd. (Gurgaon)

Accounts Officer

Dec 2018 to Apr 2020

#### Responsibilities and Scope of Work Performed:

- **Preparation and Finalisation of Financial Statements** including Cash Flow Statements, Notes to accounts etc. and ensured **compliance** with the **regulatory requirements.**
- Preparation of various reports such as **MIS Reports, budgeting reports** along with **year end reconciliations** and monitoring the same.
- Ensuring compliance with the **regulatory requirements as per Income Tax Act'1949 & Goods and Service Tax Act, 2017** along with filing of **GST Returns, TDS Returns** and other statutory compliances.
- Overseeing various **Tax Compliances** such as filing of **GST Returns, TDS Returns** and **Income Tax returns.**
- Handled **process of vouching** of various books such as Purchase Book, Cash Book and Journal Book.
- **Reviewing** all **general ledger details** to validate proper payment, check invoices for inaccuracies and Revenue posting and handling all the **revenue and expenses** of the company.
- Verifying the accounting/working of **Trade Payables**, preparing **reconciliations** along-with **Ageing Analysis.**
- Involved in **streamlining accounts payable processes, coordinate with manager** and **evaluate all policies** and **recommend improvements** for programs.
- Preparation of monthly **withholding tax reconciliation** & filing quarterly **withholding tax return.**
- Assisted in **effective and efficient completion of audits** along with **adherence** to various **Audit Programs** in consultation with Board of Directors.
- **Enhancing collaboration** with accounting and finance team and **prepare financial statements on a monthly basis.**



Article Assistant

**Major Industries:** Steel & Power, NGO, Banking Constructions and other industries operating in variant segments.

**Major Clients:** AS Constructions, State Bank of India, Dena Bank, Mahamaya Steel Industries, CG Mahila Vikas Mandal, Gauri Ispat Pvt. Ltd.

**Responsibilities and Scope of Work Performed:-**

❖ **Statutory Audit**

- **Participated in** conducting **Statutory Audit** from initiation to the finalization of **audit reports** as required under Companies Act'13 including **CARO & IFC Reports** and Checked the **presentation and disclosures** in financial statements as per Schedule-III and relevant **Accounting Standards**.
- Performed **verification of VAT, TDS, 26AS reconciliations and Bank reconciliations** along with **Vouching, Debtors/Creditor analysis, Analytical Reviews and in-depth ledger scrutiny for unusual items**.
- Conducted **physical verification of stock and fixed assets** with a view to reconcile them with books.
- Performed the **audit procedures on various significant account balances such as Payroll, Fixed Asset, Trade Receivables, Trade payables, Inventory, Revenue etc.**

❖ **Internal Audit**

- **Carrying out Internal Audit** to ensure that the all relevant activities are subject to periodic audit and **Identified risk** in business processes and mapping out controls to mitigate the risk (**RCM**)
- Finalization of **recommendation on observations** with clear timelines for implementation of improvements/recommendations.
- **Drafted Internal Audit Report** mentioning the area of risk and recommendations for improvement.

❖ **Taxation**

- Conducted **Tax Audits** as well as prepared **Tax Audit Reports** and working of various annexures attached thereto as per provisions Income Tax Act 1961.
- **Computation of Income** and filling of **Income Tax Returns, TDS Return** etc.
- Projecting **Tax liability** and calculation of **Advance tax** payable.
- Prepared Individual Tax Returns.

❖ **Accounting & Other Services**

- **Bookkeeping** along with **preparation of Trading & Profit & Loss Account, Balance Sheet** of various business concerns such as **sole proprietorships, partnerships, private companies etc.**
- Involved in various **ROC Filings**.

**Professional Qualification**



**Institute of Chartered Accountants of India, Delhi**

Qualified **Chartered Accountancy** examination in **May 2018** with **51.87% marks** and secured **exemption** in **FR and SFM** subjects.

**Academic Qualification**



Year	Course	University / Board	Percentage
2009	H.S.C	CG Board	80.00%
2007	S.S.C	CG Board	75.00%

**Achievements & Extracurricular Activities**



- Recognized as one of the **best articles of the firm** during the article ship tenure.
- Prestige of being Discipline in charge of School in class 10th.
- Participated in various sports events, debate competitions at school level.

**Personal Dossiers**



**Gender:** Female

**D.O.B:** 15-Jan-1991

**Languages:** English & Hindi.

**Interests:** Reading, Blogging, Travelling.