

Educational Qualifications

Course (Stream)/Examination	Institution/University	Year of Passing	Performance	Remarks
CMA Finals	The Institute of Cost Accountants of India	2023	50%	Cleared both groups in first attempt.
BCOM(H)	Jamshedpur Women's College	2023	77%	First Class with Distinction
CMA Intermediate	The Institute of Cost Accountants of India	2022	53%	Cleared both groups in first attempt.
CMA Foundation	The Institute of Cost Accountants of India	2021	80%	Secured 70% marks in all subjects
Class XII	D.B.M.S English School (ISC)	2020	88%	Amongst Top 10% performers of the school
Class X	D.B.M.S English School (ICSE)	2018	90%	Amongst Top 5% performers of the school

Work Experience

AAAM & CO LLP

Aug'2022-Oct'2023

Indirect Taxation	<ul style="list-style-type: none">Assisted in preparation and filing of various GST Returns (Gstr-1, Gstr-3B, Gstr-9, Gstr-9C).Executed the filing process for GST Registration (Form GST Reg-01) on behalf of clients.Assisted in preparing responses to demand notices under GST.
Direct Taxation	<ul style="list-style-type: none">Handle the preparation and filing of Income Tax Returns (ITR) for various entities, individuals, HUFs, partnership firms, and companies.Assisted in drafting responses to various show cause notices under the Income Tax Act, 1961.
Audit, Financial Statements & Roc	<ul style="list-style-type: none">Preparation & Finalization of Financial Statements for clients.Assisted in filing of forms 3CA, 3CB, 3CD.Punching of Tax & Stat Audit reports for a diverse portfolio of 20+ clients.Facilitated LLP compliance by filing forms such as Form Run-Llp, FILLIP, FORM 3, and FORM 9.Handled the filings for various forms in MCA portal namely DIR 3, DIR 6, SH-7, MGT-14, and AOC-4.Experienced in facilitating the augmentation of authorized & paid-up share capital for companies.
Other Contributions	<ul style="list-style-type: none">Assisted in drafting Due Diligence Reports to facilitate loan procurement.Drafted various certificates including Net Worth Certificate and Turnover Certificate to meet specific client needs.Prepared diverse legal documents such as Partnership Deed, Dissolution Deed, and Indemnity Bond.Prepared provisional financial statements for bank loan applications, ensuring accuracy and compliance.Gained experience in creating concise and insightful search reports, providing valuable insights to clients.

Technical Skills

IT Skills	<ul style="list-style-type: none">Proficient in MS office.Worked with different versions of Tally.
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Awards & Achievements

Extra-Curricular Activities	<ul style="list-style-type: none">Cleared CMA in First Attempt.Represented school in the table tennis and lawn tennis at the national level in 2019 & 2020. Additionally, achieved gold medal at the state level in both sports.Actively participated in Jyoti Club at school, dedicated to addressing the needs of the underprivileged.
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