



CA Jyoti Singhal Bansal

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OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization, as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

WORK EXPERIENCE:

M/s Ram Niwas Associates, Chartered Accountants, Hisar
M/s Dharam Paul, Chartered Accountants, Hisar
M/s M K Singla & Associates, Chartered Accountants, Delhi
Reporting Manager of 4 Executives and Articles
M/s PGM & Associates, Chartered Accountants, Delhi

Article Assistant, Oct, 11 to Oct, 14
Executive, Nov, 14 to Nov, 16
Partner, Dec, 16 to May, 18

Senior Executive, August, 18 to Present

NATURE OF WORK HANDLED

Internal Audit including Financial Control and Reconciliations	<ul style="list-style-type: none">• Preparation of Monthly/Quarterly reports for Financial Analysis• Providing opinions for deficiencies in various internal financial controls with the management• Practical experience in the fields of Internal Audit of private companies (Vouching, Physical verification, Analyzing the accounting effect of the entries, Review of Trial Balance, Ledger Scrutiny and Finalization of Audit report)•
Books Finalization	<ul style="list-style-type: none">• Finalization of accounts in accordance with Accounting Standards, applicable financial reporting framework viz. Schedule III of the Companies Act, 2013;
Vendor Reconciliations	<ul style="list-style-type: none">• Keeping track of ageing receivables and following up with debtors to realize dues on time and keep receivables under control• Keeping track of Debit balance of Creditors and Credit balance of Debtors.•
Statutory Audit	<ul style="list-style-type: none">• Preparation of Audit Plan, checklists and templates.• Audit of Books of Accounts of Proprietorship Concerns, Partnership Firms, Private Limited Companies and Charitable Trusts ;• Preparation and submission of Statutory audit report in accordance with the provisions of CA, 2013 and applicable Auditing Standards
Direct taxation	<ul style="list-style-type: none">• Computation of Tax liabilities of Individuals, Partnership Firms and Private Limited Companies;• Computation and verification of Advance Tax liability, TDS liability, Service Tax liability, 26AS reconciliations and other statutory dues.

	<ul style="list-style-type: none"> E-filing of Annual Income Tax Returns , Quarterly TDS Returns. Expertise in preparing replies to various notices and submissions before various Income tax authorities in Delhi.
Indirect taxation (VAT, Service tax & GST)	<ul style="list-style-type: none"> Registration, Preparation, filing Returns of GST and also other compliances. Preparation of Service Tax returns. Compiling and preparing details for Income Tax and VAT assessment purposes. Filing of Various Returns and preparation of various reply for tax cases.
Compliances under Companies Act	<ul style="list-style-type: none"> Compliance of Annual Return filing of the Companies under the Companies Act and other forms required to be filed with ROC. Preparation of papers for Approval of DIN. Preparation of the Board Resolution, Minutes of Meeting.
Financial Projection reports	<ul style="list-style-type: none"> Preparation of Project Reports, Projected balance sheets, CMA data of clients for the purpose of Cash credits & Term loans.
Inventory management	<ul style="list-style-type: none"> Executing inventory management functions such as physical inspection of stock, stock order generation.

EDUCATIONAL QUALIFICATIONS

Academic details	University/Institution	Passing Year	Percentage
10 th	CBSE	2008	80.8%
12 th	CBSE	2010	84.4%
B.Com	MD University, Rohtak	2013	61.1%

PROFESSIONAL QUALIFICATIONS

Professional details	Institute	Passing Year	Percentage
CA CPT	ICAI, Delhi	June, 2010	56.5%
CA IPCC	ICAI, Delhi	Nov, 2011	55.1%
CA Final	ICAI, Delhi	May, 2016	51.3%

IT LITERACY

- Good command over major applications of MS Office- Word, Excel, PowerPoint & Outlook
- Working knowledge of various versions of Tally- Tally ERP 9.0
- Working knowledge of various taxation software like Genius, Computax etc.

EXTRACURRICULAR INTERESTS

- Travelling – Exploring new horizons
- Playing Sudoku
- Movies and Music
- Playing Badminton.
- Yoga & Meditation
- Gymining

PERSONAL DETAILS

Father's Name:	Mr. Vijay Kumar Singhal
Spouse Name:	Mr. Saurabh Bansal (Assistant Director, MCA)
Gender:	Female
Date of Birth:	February 18, 1993
Marital Status:	Married
Language Known:	English & Hindi
Passport Status:	Valid