

CAREER PROFILE

- A Qualified Chartered Accountant with working experience in the areas of **Business Review and Analysis, Tax Planning, Filings, Statutory Audit, Tax Audit ,Internal Audit, IS Audit, Stock Audit, Report Preparation, Corporate Compliances and accounting.**
- Working Experience in CA Firm with regard to **GST Compliances** including data Management and Return Filing
- Proficient in **preparation of Financial Accounts** of Corporates, Partnership Firm, trust, Individual Taxes, Professionals etc. Skilled in researching sources and identifying solutions or alternatives to tax and various other issues.
- Proven ability to exercise Professional skepticism in dealing with disclosure of information in Financial Reporting of Corporate and Individual accounts during **Statutory, Internal and Tax audit Compliances.**
- A detailed oriented and resourceful individual with fine communication and interpersonal skills, combined with good experience in Audit work.

EDUCATIONAL QUALIFICATIONS

Course	Institution/University	Year of Passing	Performance (%)
CA Final- Group II (2nd Attempt)	Institute of Chartered Accountant of India (ICAI)	May 2017	54.5
CA Final- Group I (2nd Attempt)	Institute of Chartered Accountant of India (ICAI)	Nov 2016	59.75
ARTICLESHIP TRAINING	AHUJA AND AHUJA	2013 to 2016	
B.Com(Prog)	Kalindi College (Delhi University)	2013	74.6
CA IPCC- Group II (1 st Attempt)	Institute of Chartered Accountant of India (ICAI)	Nov 2012	62
CA IPCC-Group I(1 st Attempt)	Institute of Chartered Accountant of India (ICAI)	Nov 2011	53.25
XII	Central Board of Secondary Education(CBSE)	2010	84
X	Central Board of Secondary Education(CBSE)	2008	70.6

WORK EXPERIENCE

- Worked with Singla Singla & Co., a Chartered Accountant firm in Netaji subhash Place from November 2017 to September 2018
- Worked with Ahuja and Ahuja, New Delhi as Article Assistant for 3 years i.e.,from May 2013 till April 2016

AREAS OF PROFESSIONAL EXPERTISE

- **Statutory, Tax Audit, Internal Audit and other Audit Reports**
 - Established audit trails for corporate tax provisions
 - Finalized monthly Internal Audit Reports
 - Finalized balance sheet including Notes to accounts and Cash Flow statement in compliance with the provisions of relevant statute and Accounting Standards and prepared audit Reports.
 - Performed analytical procedures/analyses to detect unusual financial statement relationships.
 - Performed internal Control and substantive testings.
 - Performed stock audit and IT audit and prepared respective reports
 - Drafted various Audit Plans and relative checklists according to the nature of Client's business environment.
 - Identify and communicate accounting and auditing matters to seniors and managers.

- **GST Compliances**
 - Prepared simple to complex GST returns for individuals or Corporates
 - Prepared and electronically filed GST Returns and other related Annexures
 - Consulting clients in regard to GST Compliances with Tax Planning.
 - Worked on GST Treatment in various Business Scenarios.
- **Tax Planning/Legal Matters**
 - Forecast tax issues and outline favourable plans to minimize taxes
 - Detailed understanding of capital gain tax including methods for reducing this tax with year end planning
 - Preparation of Replies to Income Tax authorities and handling assessments.
- **Account Preparation and Tax Returns**
 - Preparation of Company Accounts including Balance sheet, Profit and loss account, Cash Flow statement and Notes to Accounts
 - Prepared reconciliation for various general ledger accounts
 - Finalization of Accounts
 - Preparation of corporate and personal tax returns including Form 3CD
 - Dealing with various types of withholding tax issues involving software agreements and Royalty and interest involving preparation of 15CA /CB.
 - Calculate corporate and individual advance tax installment payments
- **Corporate Compliances**
 - Incorporation of various Companies as per Companies Act, 2013
 - Incorporation of LLP as per Companies Act, 2013
 - Preparation of various documents to comply with Company Law like Director's report, Resolutions and Minutes for various Meetings.
 - Preparation of documents for Change of Directors of Company.
 - Drafting of Notices and agenda for Conducting Board Meetings and other Committee meetings under Companies Act, 2013
 - Documentation for obtaining DSC and Director identification Number (DIN)
 - Annual Filings of various Companies.
 - Maintenance of various statutory registers and records required under Companies Act, 2013

KEY INDUSTRIES HANDLED

- Manufacturing
- Trading
- Service Sector
- Professional Services

COMPUTER SKILLS

- Working knowledge of Tally.ERP9
- Working experience on Genius Software
- Working experience on Computax Software.
- Working knowledge of MS-Excel, Word, PowerPoint and other MS Office Tools
- Ability to learn new computer applications quickly and independently

SOFT SKILLS AND STRENGTHS

- Coordination
- Multi-Tasking
- Critical Thinking Skills
- Team Work
- Leadership
- Patience
- Files management

REFERENCES

Available upon Request