**Sandhya Chand**

**E-Mail:**[sandhyachand91@gmail.com](mailto:kunalshekhar23@gmail.com)

**Mobile:** +91-9716845454

Seeking for dynamic and challenging career in the field of auditing where my skills and experience will have valuable application in the growth of the organization

**KEY SKILLS**

* Possess Sound technical knowledge in auditing and accounting.
* Excellent in analysis of various budgets, revenue & cost accounting, period end closing and reporting, variance analysis, preparation of profitability statement & MIS reports.
* Deft at creating reports that would update the organization of its financial standing.
* Structuring the final account such as trial balance, profit and loss statement and balance sheet etc.
* Possess excellent interpersonal and analytical skills.
* Working knowledge regarding application package MS Office, Busy 3.9, ERP9, Compu-Tax and Tally.

**WORKING EXPERIENCE- S.P Nagrath & Company, Defence Colony New Delhi**

**April’15 to February’16 S.P Nagrath & Co,LLP**

**As Paid Assistant**

**April’12–April’15 S.P Nagrath & Co,LLP**

**As Article Associate**

**Clients Handled:**

* Delhi Public School (Dwarka)
* Anand NVH Product Private Ltd (Manufacturing unit)
* Crocs India Private Ltd
* Infonam Inc.
* Navair International Limited
* ESSAR Group (The Mobile Store)
* Yosun India Private Limited
* Polycom (United Kingdom) Limited, India Branch

**During Internal Audits the following areas have been covered:**

* Evaluation of the efficiency in terms of operating standards and evaluating the standard itself.
* Review of purchase process of the company which includes verification of Purchase orders with subsequent supplies and services along with subsequent payments to suppliers. Also, verifying the discounts and deductions availed by the company.
* Review of policies, procedures, legal and statutory compliance.
* Looking after the compliance for the TDS, income tax, service tax, VAT, provident fund, ESI, excise and also customs.
* Managing collection, debit notes and credit notes scrutiny.
* Handling compliance of inventory policy and review of material procurement, inventory levels, norms and holding requirement.
* Performing creditor ageing and analyzing with the payment terms for the same.
* Review of debtors along with the reason in case of long overdue amount & obtaining balance confirmation from them.
* HR Audit. Review of policies, procedures, legal and statutory compliance.
* Fixed Asset verification and its reconciliation with the values reflected in the books along with the verification of assets lying with third parties

**During Statutory Audits the following areas have been covered:**

* Checking of cash book, ledger and vouchers
* Classification of Head of Accounts
* Recognition of revenue as per Accounting standard
* Checking of various provision
* Verification of compliance of various statutory laws.
* Presentation of financial statement.
* Preparation of Audit Report.
* Finalization of Profit & Loss Account, Balance sheet.
* Maintenance of proper records for the purpose of Audit File.
* Preparation of Balance Sheet as per New Schedule III.

**PROFESSIONAL FORTE**

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| --- | --- | --- |
| **Academic Achievements** | **Years of Passing** | **Scored %** |
| CA Final | Result Awaited | |
| I.P.C.C | Nov’12 | 51.00% |
| CPT | June’09 | 58.00% |
| B.Com (Delhi University) | May’2012 | 59.00% |

**ACADEMIC FORTE**

**2009 12th**from**CBSE 85%\***

**2007 10th** from **CBSE86%**

\*94% in Business Studies.

**ACHIEVEMENTS\ EXTRA CURICULAR ACTIVITIES**

* Participated in various knowledge management sessions as speaker in S.P. Nagrath & Co LLP.
* Awarded for obtaining 2nd position in zonal level essay writing competition
* Won several medals in dance and sports at school level.

**PERSONAL DETAILS**

**Date of Birth:** 11 September 1992

**Permanent Address:** F-238, Jai Vihar, Najafgarh, New Delhi - 110043

**Language Known:** English& Hindi

**Marital status:**  Unmarried