

EDUCATION

Course	Year	Institution	Marks	Remarks
CA Final	May 2024	ICAI	52.86%	SFM – 67 marks
CA Intermediate	May 2017	ICAI	55.57%	Audit-75 marks, Tax-66 marks
CA CPT	2015	ICAI	75.00%	Cleared in first attempt
B.com	2018	DU University SOL	63.00%	Passed with distinction
Class XII	2015	CBSE	95.00%	Certificate from Govt.
Class X	2013	CBSE	91.20%	9.6 CGPA

WORK EXPERIENCE

Articled Assistant at Rajeev Devendra & Co. (A well known CA Firm based in Meerut with 200+ Clientele)	May'18 –Aug'20
Articled Assistant at Sudhir Mittal & Co. (Leading CA Firm with 47 year of experience)	Aug'17 –May'18

Taxation

- Prepared and filed **150+ Income Tax Returns** of Partnership firms, Companies, Trust, Sole proprietorship revenue ranging from 10 Lakhs to 30 Crores and sent refund request on behalf of client.
- Managed Tax Audit u/s 44AB and **Prepared Tax Audit Reports of Individuals, Firms, Company and Trust of turnover of Rs.20 Crore + in** Form 3CA-3CD and Form 3CB-3CD in range of sectors such as Trading, Manufacturing, Automobile, Educational Institutions etc.
- Filed **1 NBFC Statement to RBI** and applied for registration of NBFC.
- Assisted in **drafting and submission of replies/responses** to queries/issues raised by IT Authorities for **Income Tax Assessments u/s 142(1), 143 and 144.**
- Preparation and filing of 200+ TDS Returns** for TDS on Salary deduction (24Q) and TDS on Non-salary deduction (26Q).
- Gained knowledge for preparation and filing of GST Returns like **GSTR-3B, GSTR-1 & GSTR-4** and GST Reconciliation of **GSTR-2A/2B/3B with BOA.**
- Researched tax regulation and assisted in preparing tax opinions.
- Tax advisory in the four corners of Law – **115BBA, 115BAA, 115BAC, 115BAD, Ch.VI-A.** Advised clients regarding compliance with TDS provisions like **Sec 192, 194C etc.**
- Tax planning and supported in compliance task like filing Form 10A, 26QB, 15G, 15H etc.

Statutory Audit & Accounting

- Led a team of 2 members for Branch Statutory audit of **State Bank of India.**
- Performed **end to end audit procedures** – process understanding, walkthrough, checking of internal financial control & substantive testing (TOC/TOD) in manufacturing, trading and service sector.
- Executed **audit procedures** in area of Expenses, Receivables, Loans & Advances, Cash & Bank, FD, Fixed Assets, Share Capital, Liabilities & Provisions, Payables, Payroll & Statutory Liabilities such as TDS.
- Performed audit procedures** such as Vouching, Verification, Bank Reconciliation and Confirmation, Ledger Scrutiny, Subsequent Test, Analytical Procedures, Depreciation Testing, Variance Analysis and other Test of Control & Details.
- Analysed Financial Statements including notes to accounts and oversaw compliance of applicable **Accounting standards.**
- Finalisation of Books of Accounts of variety of Firms and companies and also drafted **the Consolidated Financial Statements.**

Miscellaneous

- Prepared **meeting minutes** and drafted **meeting notices** of various private companies.
- Managed Company Law task including filing of **AOC 4, MGT 7 etc. and drafted various Gift Deed.**

EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Awarded "Certificate of Appreciation" from **Mrs. Smriti Irani, Ex HRD Minister.**
- Awarded "Certificate of Excellence" for securing 100 out of 100 marks in **Aloha Mental Arithmetic Course.**
- Appreciation Certificate on successful completion of **ICMAS course.**
- Certificate from Vision Sewa Samithi for **active social worker** for blind people and **Certificate of spiritual courses.**
- Head Girl** and received **All Rounder Certificate** from School.
- Price in **Inter School Math Olympiad and Accounts Olympiad.**
- Meerut Genius Trophy from IIMT Group of College and Vidya Knowledge.
- Certificate on completion of **Advanced MS Excel(10hr)** from CA Monk.
- Awarded with "Letter of Appreciation" for **best presenter** and achieved 1st rank in **Advanced (ICITSS) MCS Course by ICAI.**

ADDITIONAL SKILLS

- Software Skills :** Tally ERP9, MS Excel, MS Power Point, CompuTax and Income Tax Utility.
- Language Fluency :** English and Hindi

