



Shikha Raghav

Chartered Accountant (May-24), B.COM
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Educational Credentials

Examination	Year of Passing	Institution	Percentage
CA	May-24	The Institute of Chartered Accountants of India	51.57%
B. Com	Mar-12	Delhi University	52.37%
Class12th (CBSE)	May-09	Holy Child Senior Secondary School	82.60%
Class10th (HBSE)	Apr- 07	Bal Mandir Dayanand Modern High School	85.50%

Work Experiences

Designation	Year of Passing	Tenure	Work Domain
Assistant Manager	TU & Co., Sonipat	Feb'23 to Sep'23	Taxation & Audit
Assistant Manager	SK Jain & Consultants LLP, Sonipat	Oct'21 to Sep'22	Taxation & Audit
Audit Assistant Manager	JC & Co., Delhi	Mar'14 to July'16	Audit & Assurance
Article Assistant	JC & Co., Delhi	Aug'11 to Feb'14	Audit & Assurance
Article Assistant	Maniktaliya & Co., Delhi	Mar'11 to Jul'11	Accounting & Taxation

During my articleship/ work tenure following assignments of varied realm were undertaken by me with full diligence: -

Audit & Assurance

- Executed Internal Audit & statutory audit including analysis of financial statements and other perspectives of clients wherein prepared audit plan, audit program, scrutinized **ledgers**, verification of fixed asset registers, **vouching** verification, check **TDS/TCS compliances**, **GST reconciliations** & also drafted audit reports.
- Engaged as an integral team member for Concurrent Audit of Bank (South Indian Bank).
- Conducted Control testing for various business processes including **P2P**, **O2C**, Payroll, Cash and Bank, and Fixed Assets.
- Conducted Substantive Testing of Balance Sheet and P&L items (like Revenue From operations, Trade Receivables by ensuring compliance with **Ind AS 115**, Account receivables aging analysis, Balance confirmation, cut off testing).
- Performed Ratio Analysis, Trend Analysis etc. as part of Substantive Analytical Procedures over various key Items.
- Conducted **Physical Verification** and verified assets registers during statutory audit, resulting in accurate and reliable fixed assets data and other business Assets like Cash, Inventory etc.
- Prepared **Tax Audit Reports (3CA/3CB)** and Independent Audit Reports with compliance of various regulations.
- Ensured proper Documentation of Working Papers, finalized audit observations with the clients and assisted in finalization of **audit report** with the engagement team.
- Extensive audit experience across various areas including cash, Property, Plant and Equipment (PPE), Accounts receivables (AR), Accounts payable (AP) and other audit procedures.

Taxation

- Filed 200+** Income Tax returns for a diverse client base with total income ranging from **INR 1 lakh to INR 1 Crore**.
- Conducted **Tax Audits** of various proprietorship and partnership firms.
- Statutory Compliance of preparing return, making payment and online filing of **returns** of Goods and Services Tax (**GST**).
- Reconciliation** of GSTR-2A/2B with Books of clients.
- Verification of TDS Compliance with respect to payments made to vendors.
- Filing of **TDS Forms** 24Q & 26Q and issuing TDS Certificates (Form 16, 16A, 16B).

Financial Reporting

- Prepared **financial statements** in compliance with relevant laws and standards, including quarterly and yearly statements such as balance sheets, profit and loss accounts, cash flow statements, along with notes and schedules adhering to applicable Indian Accounting Standards (Ind AS).
- Prepared detailed Provisional balance sheets for various firms, aiding in financial planning and decision-making.

Soft Skills	Enthusiastic Learner, Adaptable, Teamwork, Effective Listener
Interests	Yoga, Reading Self Help Books, Playing Badminton
Languages	English, Hindi
Technical Skill and Certification	<ul style="list-style-type: none"> Gained Working Knowledge of MS office Suite including MS -Excel, Word and PowerPoint. Gained working knowledge of Tally, Busy Accounting Software, Smartax and CompuTax software. Successfully completed 15 days of MCS program conducted by ICAI for soft skills development alongside attended various online ICAI BOS Sessions for students. Certification of successful Completion of Audit Masterclass conducted by Thinking Bridge.