

OBJECTIVE

- Contribute value to the organization while enabling self-development and building of a sound career.

PROFESSIONAL & ACADEMIC QUALIFICATION

Name of Qualification	Name of Institute	Year	Percentage
CA Final (Elective Subject:-International Taxation)	Institute of Chartered Accountants of India	November-2019	55%
CA IPCC(Group II)		November-2016	60%
CA IPCC(Group I)		May-2016	62%
Common Proficiency Test		June-2015	67%
B.Com (Hons.)	St. Xavier's College, Kolkata	2018	69%
AISSCE(XII)	Kendriya Vidyalaya, Cuttack	2015	96%
AISSE(X)	D.A.V. Public School, Cuttack	2013	95% (CGPA 10)

WORK EXPERIENCE

Worked as Article Assistant at Anand M Agarwal & Associates, Kolkata
(Period: October 2016-September 2019)

Area of Work	Industry Type	Description of Work
<u>Audit</u> Statutory Audit Internal Audit Tax Audit	Trading – Automobile Dealership Manufacturing – Pharma Service – Hotel and Logistics	<ul style="list-style-type: none"> • Preparation of draft financial statement, audit report for companies for the purpose of audit. • Preparation and submission of Form 3CA,3CB and 3CD reports. • Proper deduction and timely submission of TDS and its return as per provisions of Income Tax Act. • Finding and reporting of key area towards cost saving for company as per scope of Internal Audit.
<u>Taxation</u> Direct Tax Indirect Tax	Trading, Manufacturing & Service Industry	<ul style="list-style-type: none"> • Preparation of Income Tax Computation for Individuals, Firms, Companies and Trust. • Filing of Income Tax Returns for Individuals and Companies – Original Return, Revised Return and Return in response to notices issued under different provisions. • Preparation and submission of rectification request, scrutiny assessment, documents related to search & seizure assessment, show cause notices, penalty

		<p>proceedings.</p> <ul style="list-style-type: none"> • Filing of Appeals against assessment orders to CIT(A) & ITAT. • Checking eligibility for availing input tax credit as per law and reversal of input tax credit under various rules of GST Act. • Filing of monthly returns - GSTR 1 & GSTR 3B. • Reconciliation of GSTR 2A with GSTR 3B and Books of Accounts. • Preparation of Annual Return (GSTR 9) & GST Audit. • Preparation and submission of documents related to service tax return, sales tax return and working for assessment under earlier tax law regimes.
Compliances and Secretarial	Trading, Manufacturing & Service Industry	<ul style="list-style-type: none"> • Preparation and submission of respective e-forms as per compliance required of companies as per Companies Act, 2013 • Verifying the key records of companies as per requirement of Companies Act, 2013

EXTRACURRICULAR ACTIVITIES/ IT SKILLS

- High Level Proficiency in MS Office.
- Working knowledge of accounting application Tally ERP.
- Completed Advanced IT Training and Management Skills Course from ICAI.
- Achieved 2nd position in Intra school debate competition.
- Actively participated in all school level events and competitions.

PERSONAL SNIPPETS

- Date of Birth : 08th June 1996
- Language Skills : English, Hindi, Oriya
- Marital Status : Single
- Permanent Address : Hazari Lane Telenga Bazar Cuttack-753009, Odisha.
- Present Address : 2, Rowland Road, Kolkata-700020, West Bengal.