****

**ARTI**

**ARTI.335105@2freemail.com**

(CHARTERED ACCOUNTANT)

|  |
| --- |
|  |

*A professional chartered accountant seeking position to start my career where I could get a chance to learn & improve the existing skills along with contributing for the growth of organization.*

**Synopsis;**

* Capable of managing accounting activities including preparation of Accounts, Balance Sheet,

P & L, Cash Flow and Reconciliation Statements leading to finalization of accounts.

* Ability to work in a dynamic environment and under pressure situations. Possess honesty and the ability to work hard.
* Analytical approach to handle situations. Flexible to new environment and keen to learn new concepts.

**Core Competencies:**

* Internal Audits , Statutory Audits & Tax Audits
* Accounts finalization & Drafting Audit Reports
* Presentation Skills

**Professional Experience**

Worked as an Assistant Auditor in Promod & Associates for 6 months in 2015, Jaipur

Major Clients Handled:

* Rajasthan States Mine& Minerals (Statutory audit)
* Rajasthan tube listed (Statutory audit)
* Modern Terry towels ltd (Internal Audit)
* Modern Denim ltd (Internal Audit)
* Punjab National Bank (Branch Audit)

Profile Description

* Verification of internal control processes and recommending improvements
* Preparing questionnaire to review compliance with the defined control procedures
* Planning and developing an audit plan for internal and statutory audit
* Executing the internal and external audit
* Conducting stock audit on bank’s behalf

Worked as an Article Assistant in KB Sharma & Co , ( J&K) (Sept2011 –Sept 2014)

|  |  |
| --- | --- |
| **Key Clients** | **Audit Area** |
| **STATUTORY AUDITS:** |
| * KC Hotel Groups Pvt. limited Jammu
* Kamal Koch Works Ltd. (Coach manufacturing Co.)
* School Audit
 | -Planning and developing an audit program.-Verification of vouchers viz.cash, sales, purchase, Journal-Scrutiny of ledger accounts viz. sales, purchase, cash and journal.-Handled critical areas of audit and finalization ofFinancial statements.- Compliance of accounting standards & Compliance of relevant provisions and reporting. |
| **INTERNAL AUDITS:** |
| * Madan Hospital group Jammu
* PTR Constructions and co.(**Real Estate Business)**
* Jodhamal Steel Industries (Manufacturer Of Iron Rods)
* Lahori Mahindra ltd (Dealers in Mahindra & Mahindra automobiles)
* Lahori Nissan Automobiles (Dealer in Nissan Automobiles)
 | - System and internal control review.-Verification of internal control processes of theclients and giving recommendations on improving the same.-Understanding workflow process of various areas and then examining the same. -Preparing Questionnaires to review compliance with the defined internal control procedures.-Drafting audit reports with audit findings and observations. |
| **TAX AUDITS INCLUDING VAT AUDITS** |
| * **Madan Hospitals Jammu**
* El-Tronics (Partnership Firm involved in Electronic Item)
* Triveni pencils limited (**Exclusive for VAT Audit)**
 | **Tax Audit:** Vouching of revenue and expenses for the compliance with TDS requirements, compliance of AS requirement and Form 3CD requirements.**VAT Audit:** Vouching of all bill books and checked whether vat is being charged correctly and filed VAT return for the client. |
| **BANK AUDITS :** |
| * State bank of India (**Act as an Central Statutory Auditor** , Chandigarh Circle)
* State bank of industries finance( Ludhiana Punjab)
* Jammu & Kashmir Bank Audits
 | Computation of NPA, CC limit, Interest, IFTL, Checking various term loan accounts and timely installments payments. |

**Academic Credentials**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Institute/University** | **Year** |
| Chartered Accountancy | ICAI | 2010-2016 |
| Bachelor of Commerce | Delhi University | 2010-2013 |

**IT Knowledge**

* Basic Knowledge of **Finacle** (Core Banking Software used by most of the Banks in India)
* **Tally** software Package for Accounting & Taxation
* **MS-Office** – Word, Excel, Power Point

**Few Highlights**

* Paper presenter on Service Tax in National CA convention held in Karnal Haryana in Jan-2015.
* Attended various CA National conventions held in Jaipur & Delhi and act as a volunteer there on.
* Passed CA-IPCC Exam with exemption in Two Subjects - Accounting & Auditing.
* Badminton winner in inter school level competition.
* Written various blogs on Income Tax topics for the website named Money Boat.

**Personal Details**

Date of Birth: 9th July 1991

Language:English & Hindi

Marital Status: Married

Interest: Random Reading, Cooking, Playing out door games.

Visa: On Husband’s Visa