

KAJAL



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Experience

S.K. Bajpai & Co. Mar 2024 - Present

Article Assistant

- Maintained books of accounts of various companies, Societies, LLP and individuals and lead 2 assistants in accounting.
- Assisted Concurrent auditor during the Concurrent audit of Corporative Bank
- Conducted Statutory Audit of Private Companies and LLP
- Conducted Tax Audit of individuals
- Worked on GST annual return of Various companies.
- Prepared Financials based on AS of different companies
- Examined account books and accounting systems for efficiency, effectiveness and use of accepted accounting procedures
- Conferred with company officials about financial and regulatory matters
- Evaluated taxpayer finances to determine tax liability
- Conferred with Income Tax Department Officials
- Prepared CA's Certified Certificates & Statements

Education

The Institute of Chartered Accountants of India

- Cleared CA Intermediate in May 2023
- Cleared CA Foundation in Nov 2019

The Institute of Cost Accountants of India

- Cleared CMA Foundation in Dec 2020 with distinctions in all subjects
- Cleared CMA Intermediate in June 2022

Delhi University (SOL)

- B.Com (Hons) Securing First Division (2019-22)

Sarvodaya Kanya Vidyalaya Mandoli Delhi 110093 (CBSE)

- Class 12th securing 79.8% (2018-19)
- Class 10th securing 7.8 CGPA (2016-17)

Accomplishment

- Received the certificate of Best Speaker for exceptional communication skills.
- Throughout my articleship, I received appreciation from both the clients and Managers for my contributions towards work.

Professional Skills

- MS Excel & MS Office
- Compu Tax
- Tally Erp 9 & Tally Prime
- Ledger Vision Audit Tool

Academics Skills

- Ind - AS
- Accounting Standards
- Standards on Auditing

Certification

- Completed MCS organized by ICAI Noida
- Completed Adv ITT organized by ICAI Noida
- Completed ICITSS organized by ICAI Noida