

SUKHPREET KAUR

OBJECTIVE

A determined and a proactive Accountant having good organizational skills and Leadership qualities. Seeking challenging assignments in the domain of Account, Finance, Auditing & Taxation with growth oriented organization.

TECHNICAL KNOWLEDGE:

- Conversant with MS Excel, MS Word, Google Sheets, Google Forms, Google Sites
- Accounting Software Tally, Smart tax, Smart TDS, Smart GST
- Websites Income Tax Portal, GST Portal, IEC Portal, DGFT Portal, etc.

ADDRESS:

#7A/55, New Surjit Nagar, Street No.1, Giaspura, Ludhiana

M. No. 8847596548

Email - suhkaur9383@gmail.com

EXPERIENCE

PARDEEP K. SHARMA & COMPANY

FEB 2020 TO MARCH 2023

Company Statutory Audits, Bank Audits, Tax Audits, TDS, GST, Income Tax Returns, PSDT, Book keeping, Registrations

SANJEEV RAJ & ASSOCIATES, NEW DELHI

MARCH 2023 TO MARCH 2023

As a team leader, Conducted Internal Audit of 4 Gurudwaras in Mandi Gobindgarh assigned by Shiromini Gurudwara Prabhandak Committee, Amritsar

EDUCATION

The Institute of Chartered Accountants of India, New Delhi

CA Inter Group II – June 2021 - 50.00% obtained
CA Inter Group I – Nov 2018 - 52.25% obtained
CA CPT – June 2016 - 50.50% obtained

Panjab University, Chandigarh (Punjab)

Bachelor in Commerce – Year 2020- 61.8% obtained

Jawahar Navodaya Vidyalaya, Ropar (Punjab)

Higher Secondary – CBSE – Year 2015 - 83.8% obtained

Jawahar Navodaya Vidyalaya, Ludhiana (Punjab)

Matriculation – CBSE – Year 2013 – 85.5% obtained

EXTRA CURRICULARS

- Diploma in Computer Applications from Forever Institute of Management and Technology
- Course of Pro Accounts from Forever Institute of Management and Technology
- National Cadet Corps (NCC) ‘B’ Certificates of Army force
 - 4 PB Girls BN NCC at Jawahar Navodaya Vidyalaya, Patiala (Punjab)
 - 4 PB Girls BN NCC at Ropar Academy, Ropar (Punjab)
- National Cadet Corps (NCC) ‘A’ Certificate of Air Force
 - 4 PB AIR SQN NCC at Jawahar Navodaya vidyalaya, Ludhiana (Punjab)

PARDEEP K. SHARMA & COMPANY

FEB 2020 TO MARCH 2023

Statutory Audits

- Analysis of Draft Financial Statements including notes to accounts
- Scrutiny of ledgers, debtors and creditors reconciliation
- Physical Verification of Fixed assets and Closing stock

Bank Audits

- Concurrent Audit as concurrent auditor with 2.5 years experience
At UCO Bank in Ludhiana
- Statutory Audit & Tax Audit as Team Member at Punjab National
Bank in Jammu
- Statutory Audit & Tax Audit as Team Member at State Bank of
India (1 SME Branch, 1 Retail Branch) in Ludhiana

Tax Audits

- Preparation and uploading of Form 3CA, 3CB and 3CD
- Compliance with TDS provisions
- Compliance with various sections of Income Tax act in 3CD
- Compliance with GST provisions

Other Ancillary Activities

- Responsible for book keeping, file & documents maintenance,
maintenance of accounts and finalization of books for audit
- Preparation of Income computations of various Assesses (Form 1,
2, 3, 4S , 5,7) and filing of income tax returns, PSDT Returns.
- Preparation of Partnership Deed, Rent Deed, Interest Certificate,
Pollution Certificate, CMA Project Reports, Net worth Certificate,
Income Certificate, GST Refund
- GST Registration, PSDT Registration, IEC Registration
- Preparation and uploading of replies/ responses for Income tax
proceedings, Service tax proceedings.

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