

SHIVANI, 27

CA - 2016

ACADEMIC QUALIFICATIONS			
Year	Qualification	Institute	Percentage
2015	CA FINAL - GR 1	ICAI(First Attempt)	50.00
2015	CA FINAL - GR 2	ICAI(First Attempt)	50.00
2012	CA IPCC - GR 2	ICAI(First Attempt)	56.67
2012	CA IPCC - GR 1	ICAI(First Attempt)	50.25
2011	CA CPT	ICAI(First Attempt)	62.50
2010	Class XII - CBSE	GMSSS, Sec- 16, Chandigarh	80.00
2008	Class X - ICSE	Little Flower Convent School, Panchkula	86.30
PROFESSIONAL EXPERIENCE			
<i>Punjab Alkalies And Chemicals Limited</i>		<i>Designation (Assistant Manager Finance)</i>	<i>July 2017 – June 2020</i>
Areas dealt: Taxation (Direct & Indirect-GST), Balance sheet finalization, Salary Processing, Administration			
<ul style="list-style-type: none"> Managing direct taxation, including dealing in returns, cases, managing related internal procedures. Ensuring timely and accurate compliance and staying on top of latest regulations and laws governing taxes. Primary contact for development of GST implementation procedures and periodic calculations Supervision of indirect tax compliance of company. Working with departments to support process improvements, enhance programs & improve policy compliance. Finalization of balance sheet and accurate analysis using reports and comparisons. Taking decisions in lieu of the company CFO and finance managers. Understand and suggest solutions for leveraging automation technologies to generate use cases within the team Coordinating with IT department and advocates for efficient and accurate scrutiny and inflow of refunds of past years. Coordinating with various offices for inflow of incentives. Direct dealing with – Senior Advocates, Income Tax officers, CFO, managing directors etc. Softwares worked on- Access EBS 5.0, Computax, Genius 			
<i>HSB Mgmt. Consultants Pvt. Ltd</i>		<i>Designation (Assistant Manager Accounts)</i>	<i>June 2016 - Aug 2016</i>
Areas dealt: Accounting, Indirect Tax			
<ul style="list-style-type: none"> Worked on preparing financials of Canadian restaurant chain including working on returns. Payroll processing, analyzing client cash flows, managing receivables and payables of the client. 			
<i>Sharma Singla & Associates</i>		<i>Article</i>	<i>Oct 2012 - Oct 2015</i>
Areas Dealt: Statutory, Internal and Tax Audit; Accounting; Income Tax cases; Income Tax and Service Tax Return filing; Service tax Registrations and cases			
<ul style="list-style-type: none"> Worked on audit of charitable trusts and societies, handloom agency. Handled Income Tax Scrutiny Cases of educational institute, scrutiny cases dealing in capital gain and other issues. Dealt comprehensively in Tax audits, Balance sheet scrutiny and aided in certifying statutory forms. Expertise in Book keeping with proficient knowledge of Tally – Advanced Level Have a hand on experience in handling ITR's and service Tax registrations and return filing. Handled work of Tax deducted relating to filing of TDS returns 			
ACHIEVEMENTS & EXTRA-CURRICULARS			
Competitions	<ul style="list-style-type: none"> Cleared all CA groups in the first attempt Certificate of academic excellence and gold and silver stars of excellence in High school. Cleared first level of Mathematics Olympiad. Winner of Fest organized by HUDA Panchkula. Regular Participant in various debate and extempore competitions 		
Sports and Misc.	<ul style="list-style-type: none"> Report of commendable work at Punjab Alkalies & Chemicals Ltd. Achieved first position in interschool volleyball tournament (2007) Played Volleyball at State level (2004) Certificate of merit ICSE CHANDIGARH REGION SCHOOLS for carom tournament. (2006) Certificate of merit as runners up of District Roller Skating Championship (2001) 		