**CURRICULUM VITAE**

**Name : - PREKSHA JAIN**

**Address : - 722, sector-17, Faridabad (H.R.)**

**Mobile No. : - +91-8766327361**

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**Articleship**

Feb 11, 2011 to Feb 10, 2014 under P.K. Garg & Associates, Laxmi Nagar, Delhi.

**KEY ASSIGNMENT:-**

* **Carried out internal audit for:**
* NCML Industries (Oil Company).
* Pharmaceutical Company.
* Real estate Company.
* **Carried out statutory audit and Concurrent Audit of Vijaya bank, Indian Bank and Various Banks**
* Finalisation of books of accounts.
* Voucher entries in tally.
* Day to day office work.
* Filing of returns of income tax.
* Filing of TDS return.
* Filing of ROC forms such as AOC 04, MGT 07, DIR 6, DIR 3 etc.

**Job Experience**

* Having certificate of practice from 2015.
* Maintaining Books of Account.
* Voucher Entries in Tally ERP 9.
* Obtaining TAN and PAN.
* Filing of Return of Income Tax for ITR -1, ITR – 4, ITR – 4S.
* Filing of return of service tax.
* Registration under service tax.
* Registration under Delhi vat and UP vat.
* Filling return under Delhi vat and UP vat.
* Payment of tax under Delhi vat and UP vat.
* Generating challan for payment under vat and service tax.
* Company formation under Companies act 2013.
* Preparation of Tax Audit Report
* Filing of ROC forms
* Tax Audit of Partnership firms, Private Limited Companies.
* Worked in Ajay k Jain & company
* Audit of Airport Authority of India.
* In Teaching profession for 2 years.
* Worked in Kumar Ramesh & Associates from 01-08-2019 to 31-12-2020
* Preparation of Tax Audit Report
* Filing of ROC forms
* Tax Audit of Partnership firms, Private Limited companies.
* Preparation of Documents of Statutory Audit.
* Filing of Income Tax Return.
* Filing of GST Return.
* Prepared GST Reconciliation Sheet.

**Professional Achievements**

* Improve productivity by giving full efforts towards the work and finish the work before the schedule time.
* Save cost to the organisation.
* Leadership quality.

**Academic/ Professional Qualification**

* CA from ICAI, New Delhi in Nov – 2014.
* B.Com from School of Open Learning (Delhi University) in 2013.
* M.B.A from Annamalai University in 2016
* 12th From DAV School, Noida in 2009 with 82% of marks.
* 10th From SunriseVille School, Noida in 2007 with 65% of marks.

**Computer Literacy**

* Well versed with MS office
* Word
* Excel
* PowerPoint
* Working experience of Tally.
* Working experience of Compu Tax.

**Communication Skill**

* Can Read, Write and Speak - English , Hindi and Sanskrit

**Personal Strength**

* Quick learner
* Elegant team player
* Optimistic
* Hard worker

**Personal Profile**

* Date of birth : 10-10-1991
* Father’s name : Mr Sanjay Jain
* Sex : Female
* Nationality : Indian
* Marital Status : Single

**CA Preksha Jain**

**M. No. : 536599**