

**CA MEGHA MUNJAL**  
Mobile: +91-7838168861  
E-Mail: [munjal.megha17@yahoo.com](mailto:munjal.megha17@yahoo.com)



## **CAREER OBJECTIVE**

To work with an organization of repute and to make a successful career in the field of finance, contribute to the achievement of organizational goals by applying my professional knowledge and team building skills, thereby enhancing my knowledge and developing as an individual.

## **ACADEMIC & PROFESSIONAL QUALIFICATION**

### **PROFESSIONAL QUALIFICATION**

Course	Institute	Level	Attempt	Marks	Result
CA	ICAI	Final Group-2	November 2018	229/400	57.25 %
		Final Group-1	May 2017	239/400	59.75 %
		IPCC Both Groups	May 2014	423/700	60.43 %
		CPT	June 2013	154/200	77 %

### **ACADEMIC QUALIFICATION**

Course	Institute/School	Year	Marks	Result
B. Com	Delhi University	2016	948/1350	70.2 %
XII	Central Board of Secondary Education	2013	555/600	92.5 %
X	Board of School Education Haryana	2011	447/500	89.4 %

## **WORK EXPERIENCE**

### **POST-QUALIFICATION EXPERIENCE**

1.

<b>Organization: AT Kearney Limited – UK (India Branch Office)</b>
<b>Job Position: Finance Executive</b>
<b>From July 2019 to June 2020 (Contractual Job)</b>
<b>Key result areas:</b> <ul style="list-style-type: none"><li>➤ Inter-Company transactions i.e. receivables, payables and related compliances</li></ul>

- Foreign Remittances (Filing of Form 15CB/15CA and preparation of relevant documents for making remittance say, Form A2, Debit authority letter, FEMA declaration etc.)
- Compliance with TDS and GST Requirements
- Month-end reconciliations of GL Balances
- Fixed Assets Register (FAR) on monthly basis
- Working on SAP Software
- Dealing with notices received regarding GST and Income Tax
- Application for GST Refund and reply in respect of Deficiency's memo, if any.

## 2.

**Organization Type: CA Firm**

**Job Position: Employee**

**From February 2019 to June 2019**

**Key result areas:**

- **Financial Statements:**
  1. Preparation of financial statements of companies in compliance with Accounting standards & Companies Act, 2013.
  2. Administering financial statements including Trial balance, balance sheet, profit & loss account and cash flow statement in compliance with the statutory requirements.
- **Taxation:**
  1. Exposure in filing of quarterly TDS/TCS returns (Form 24Q, 26Q, 27Q, 27EQ & 26QB) & revision of the same.
  2. Individual Tax Returns (ITR's) including Tax Audit Reports.
- **ROC Work:**
  1. Incorporation of Companies/LLP.
  2. Intimation of change in registered office of company.
  3. Annual filing of documents (Form AOC-4 & MGT-7).
  4. Application for allotment of DIN, appointment of director in the Company, changes in directors' particulars, etc.
  5. Intimation for appointment of auditor & resignation of the same.
  6. Filing of other compliance related forms.
- **Compliances regarding Foreign Payments (International Taxation):**
  1. Filing of Form 15CA/15CB in compliance with Income Tax Act, 1961 & relevant DTAA's.
- **SEIS Claim:** Dealing in Service Tax Refund (SEIS Claim)

## PRE-QUALIFICATION EXPERIENCE

### 1.

**Organization: US4 Business Solutions Private Limited**

**Job Position: Accounts Executive**

**From August 2018 to January 2019**

**Key result areas:**

- Handled book-keeping & TDS compliance.
- Administering financial statements including Trial Balance, Balance Sheet, Profit & Loss and Cash Flow Statement in compliance with the statutory requirements.
- Dubai based clients handling and accounting thereof
- TDS and GST compliance
- ITR Filing
- Generation of Reports.

**2.**

**Organization Type: CA Firm**

**Job Position: Employee**

**From September 2017 to July 2018**

**Key result areas:**

- **Financial Statements:** 1. Preparation of financial statements of companies in compliance with Accounting standards & Companies Act, 2013.  
2. Administering financial statements including Trial balance, balance sheet, profit & loss account and cash flow statement in compliance with the statutory requirements.
- **Taxation:** 1. Exposure in filing of quarterly TDS/TCS returns (Form 24Q, 26Q, 27Q, 27EQ & 26QB) & revision of the same.  
2. Individual Tax Returns (ITR's) including Tax Audit Reports.
- **ROC Work:** 1. Incorporation of Companies/LLP.  
2. Intimation of change in registered office of company.  
3. Annual filing of documents (Form AOC-4 & MGT-7).  
4. Application for allotment of DIN, appointment of director in the Company, changes in directors particulars, etc.  
5. Intimation for appointment of auditor & resignation of the same.  
6. Filing of other compliance related forms.
- **Compliances regarding Foreign Payments (International Taxation):** 1. Filing of Form 15CA/15CB in compliance with Income Tax Act, 1961 & relevant DTAA's.

**3.**

**Organization Type: CA Firm**

**Job Position: Article Assistant**

**From August 2014 to August 2017**

**Key result areas:**

- Preparation of statutory books of accounts and financial statements with time & accuracy norms.
- Administering financial statements including Trial balance, balance sheet, profit & loss account and cash flow statement in compliance with the statutory requirements.
- Done independent statutory audit of manufacturing, trading & service-sector companies.
- Filing of Income tax returns including tax audit reports (Form 3CA/3CB), TDS returns.

### **ACHIEVEMENTS**

Cleared all levels of Chartered Accountancy in 1<sup>st</sup> Attempt except CA Final Group-2 due to some medical reason.

### **COMPUTER SKILLS**

- Completed ITT & Advanced ITT Training from The Institute of Chartered Accounts of India.
- Good knowledge of MS-Office, Tally, Compu-Office.
- Familiar with Quick Books & ZOHO Books.
- Currently working on SAP Software.

### **CAREER SUMMARY**

Sincerely worked in CA firm for more than 4 years and in corporate for approx. 2 years attentively & done every type of new work & got exposure from such experiences & learnt a lot during each phase.

### **PERSONAL DETAILS**

Date of Birth : 17<sup>th</sup> November, 1995  
Present & Permanent Address : H. No. 1114, Street No. 5, Sector-8, Gurugram-122001, Haryana  
Hobbies : Not specific, change with passage of time.  
Strengths : Motivation & interest towards work, never give up attitude, learning from experiences, self-motivated  
Languages known : English & Hindi