



Archana Yadav

Ludhiana, India 141014 8146320277
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PROFESSIONAL SUMMARY

Performed Accounting and Auditing Functions
-Prepared Reconciliation's Statements of Banks, Debtors, Creditors etc.
-Auditing of Ledger, Cash Books, Daybooks etc. both in manual and computerized system
-Prepared all type of Income Tax Returns
-Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, Companies, Co-operative Societies, Trusts etc.

SKILLS

- Critical thinking
- Leadership
- Teamwork
- Data management

WORK HISTORY

ARTICLESHIP TRAINEE

01/2017 to 05/2020

Raj Mehta & Co. | Ludhiana, India

- Income Tax
- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
- Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings
- Projecting tax liability
- Tax audits for Private Companies, individuals and firms
- Tax planning

EDUCATION

B.com | Commerce

05/2015

Punjab University, Punjab

Institute Of Chartered Accountants Of India, Punjab

- Continuing education in Chartered Accountant (IPCC)

CERTIFICATIONS

Certified in 100 hours of compulsory computer training specified by ICAI
Certified in Orientation Program by ICAI