**DETAILED PROFILE**

Name Simranjeet Kaur

DOB 14/03/1989

Language Known English, Hindi and Sanskrit

Qualifications B Com (H), FCA

Occupation CA

Address D/26, Krishna Nagar Colony, Metro Lane Ranchi-834001, Jharkhand

Mobile No & Email id 7091590826

simran.k.380@gmail.com

Experience 5 Years

Certificate Courses Certificate course on Concurrent Audit

Certificate course on Forensic Accounting & Fraud Detection

**Present Partnership HS Malhotra & Associates, CA**

**Roles & Responsibilities**

* Handling of all Bank related Assurance and Audit assignments including Statutory Audit, Concurrent Audit, Inventory Verification and Revenue Audit.
* Statutory Audit & Tax Audit of various Clients
* Internal Audit

# Computer Knowledge

* Proficient in MS Office Excel, Word, Power Point .
* Proficient in using of accounting software
* Proficient in using of taxation software.

# Academic Qualifications

* Passed Matriculation in 2004 with 68.40% (CBSE)
* Passed Intermediate in 2006 with 80.80% (CBSE)
* Passed Graduation in 2009 with 61.28% (Raipur University) with a Gold medal in Maganement

Accounting subject.

# Professional Qualifications

* Passed CA Intermediate in Nov 2009 both group with 3 exemptions out of 6 subjects
* Passed CA Final 2nd Grp in May 2013 and 1st Grp in Nov 2014

# Personal Qualities

* Strong analytical and logical skills.
* Knowledge of Taxation laws.
* Remarkable patience and skillful in handling the cases

 I, Simranjeet kaur, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

 **Simranjeet Kaur**