

<div><div>Sapna Sharma</div><div><div>Mobile: 8178536330 8588906257</div><div>Email: <a href="mailto:spnsharma13@gmail.com">spnsharma13@gmail.com</a></div><div>Permanent Address: H.No- 525 Gali NO-10 Sewa Nagar Meerut Road Ghaziabad 201001</div><div>Currently Residing: R9 Girls Pg Main Shakarpur Market Nirman Vihar Delhi 110092</div></div></div>	
<div><div>EDUCATION</div><div>Master of Commerce M.M.H College Ghaziabad (59%)</div><div>Bachelor of Commerce M.M.H College Ghaziabad (55%)</div><div>12th M.B Girls Inter College Ghaziabad (59%)</div><div>10th M.B Girls Inter College Ghaziabad (55%)</div><div><div>SOFTWARE PROFICIENCY</div><div><div>• Microsoft Office</div><div>• Tally Prime</div><div>• Compu Office</div><div>• Income Tax Utility</div></div></div><div><div>STRENGTHS</div><div><div>• Confidently take up new challenges and do things efficiently.</div><div>• Team Player</div><div>• Goal Oriented</div></div></div></div>	<div><div>PROFESSIONAL QUALIFICATIONS</div><div><div>• Bachelor of Law (L.LB) (59%)</div><div>• CA Intermediate (54%)</div></div><div><div>Articleship Experience</div><div>M/s Sapra Sharma &amp; Associates,  Chartered Accountants Firm, Daryaganj, New Delhi</div></div><div><div>Statutory Audit and Tax Audit</div><div><div>• Key role in Understanding the Business of new client from ground level, analysis of Financial Statements &amp; performance of substantive audit procedures.</div><div>• Performed process walkthrough of key processes (Revenue, Payroll, Procurement, Treasury), Identified potential risk areas and executed test of controls.</div><div>• Detailed Ledger Scrutiny, Debtors &amp; Creditors reconciliation and physical verification of assets.</div><div>• Performed substantive audit procedure on areas involving Accounts Payable, Accounts Receivable, Payroll, and Fixed asset, Cash&amp;Bank, TDS and Other Expenses.</div><div>• Assisted in finalization of financial statement and preparation of Audit Report.</div><div>• Worked on compliance related to CARO and Schedule III.</div><div>• Variance analysis of income and expenses.</div><div>• Scrutinized compliances of TDS, GST as well as applicable.</div><div>• Conducted various Stock audits.</div></div><div><div>-Prominent Clientele Handled</div><div><div>• Meena Bazar (Retailers)</div><div>• Evershine Moulders Pvt Ltd.</div><div>• Sahib Textiles Pvt Ltd.</div><div>• Tacfab Fashions Pvt. Ltd.</div><div>• Alpha Financial Leasing Co.</div><div>• Lott Carry Baptist Mission</div></div></div></div></div>

WORK EXPERIENCE

- Anchor Agencies 2014-2016
- Vipin om & Associates 2017 -2018
- Vivek Jain & Associates 2022-2023
  
- Jain Kapoor & Associates June - September 2023
- Karwa Retail Pvt Ltd. October 2023-october 2024

PERSONAL INFORMATION

Father Name- Mr. Laxman Swaroop  
Status- Single

Languages : English, Hindi

HOBBIES

- Cooking
- Reading Books
- Listening Music

Statutory Audit

- Perfect Pack Pvt Ltd.
- Acme Group of Companies
- Arogya Hospital
- SommerVille Public School
- Sarom Foundation
- Sarom Agromates
- Worth Of Waste

Internal and Financial Audit

- Conducted process checks and identified various gaps in process, suggested the improvements to management.
  
- Highlighting **Risks in the operations** of the business and reviewing the company’s **financial and risk management policies**.
  
- Did **process walkthrough** to test the reliability of internal controls.
  
- Checking the **statutory compliance** and regularity of a company in depositing statutory dues.

Taxation

- Preparing Income computations and **filing of Income tax returns** like as companies, Firms, Trust, Individuals.
  
- Comprehensive and accurate taxation advice to clients related **Sec 56(2)(x),chapter VI-A deductions**
  
- Single-handedly prepared and filed 50+ Income Tax Returns for a diverse client base.
  
- **GST Reconciliations, Preparation and handling of returns** under **GST**.
  
- Handling of **GST registration** work.
  
- Advised clients on rates of GST and **blocked credits u/s 17(5)** not to be taken in returns.

MCA 21 Portal

- Work like e-filing of annual return (AOC-4), company search, form MGT9 etc.

Skills / Extra Curricular Activities

- Trained, mentored, supervised new articles, including Audit planning,deligation of work and ensuring meeting daily deadlines.
- Took part and won several quizzes, sports, dance and drawing competition at school level.
- State Certificate in Scout Guide 8<sup>th</sup> Class.
  
- 6 Month Certificate in Microsoft office.
  
- Certificate of Tally ERP 9 & Prime

