

# CA Jiya Singhania

Mobile: 9755588441

E-Mail:cajiyasinghania@gmail.com

## CAREER OBJECTIVE

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Aiming for position in a progressive firm which can provide me with a dynamic work sphere to extract my inherent skill as a professional and develop my aptitude to further the organization's objectives and attain my career targets in the progress.

## ACADEMIA

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Course	Institute/College
Chartered Accountancy	Institute of Chartered Accountants of India
Bachelor of Commerce	Pt. Ravishankar Shukla University
12 <sup>th</sup> - 87.20%	Bharat Mata Higher Secondary School
10 <sup>th</sup> - 85.66%	Bharat Mata Higher Secondary School

## SKILLS & ACCOLADES

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### Skills:

- Completed compulsory computer training from ICAI.
- Working knowledge of Tally ERP 9.0, Tax filing software (CompuTax)
- Conversant with MS-Office (Word, Excel & PowerPoint) and other utility software.
- Completed "Advance MCS course" from ICAI.

### Accolades:

- Co-founder of 'The Art Social', a social initiative which uses art as a medium to provide a getaway from hectic mundane city life and use the proceeds for charity.
- Have been part of the Art Of Living group and participated in various social and cultural activities under it.
- Have been an active participant in seminars, quiz competitions and sports in school.

## WORK EXPERIENCE

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**Company** : Mahendra Kashyap & Co.  
**Period** : September 2019 to Present  
**Designation** : Associate auditor

### Projects:

- Consolidation of accounts
- Scrutiny & appeals cases
- Tax Audit
- Internal audit of the manufacturing and trading concerns
- Statutory audit
- Preparation of internal audit report

**Company** : KDG & Company  
**Period** : January 2017 to August 2017  
**Designation** : Analyst

**Projects:**

- **Internal Audit of automobiles, hospital & manufacturing concerns**
  - Performed month-end trial scrutiny.
  - Analyzed creditors & debtors on monthly basis.
  - Branch reconciliation across location.
  - Bank reconciliation statement.
  - Stock Audit
  - Followed up with support team on long outstanding in suspense account.
  - Prepared internal audit report.

**Company** : Pukhraj Jain & Associates (Chartered Accountants)  
**Period** : September 2011 to May 2012  
**Designation** : Article Assistant

- Assisted in various Statutory Audits, Internal Audits, and Preparation of Audit Report with taking into consideration Legal Provisions, Accounting and Auditing Standards, Guidance Notes, CARO etc.
- Preparation and filing Income Tax returns of Pvt. Ltd. Companies and firms, ROC filing for Private Companies.
- Conducted VAT audit.
- Drafting legal documents and filling of replies of notices issued to clients.
- Verified internal controls & carried out internal audit, providing suggestions for upgrading the internal control system for management review of infrastructure & service sector companies.

**Company** : Ajay Kumar Agrawal & Co. (Chartered Accountants)  
**Period** : May 2012 to September 2014  
**Designation** : Article Assistant

- Preparation & filling of income tax returns.
- TDS Compliance.
- Company Law Compliance
- Preparation and review of various reconciliation statements e.g. Bank, Cash & Stock.
- Statutory audit
- Internal audit
- Bank audit

**PERSONAL DOSSIER**

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Languages Known : English, Hindi  
Present Address : B22/12, Sector-3, Udaya Society, Opposite AIIMS Hospital, Raipur C.G.  
Nationality : Indian  
Hobbies : Reading, Travelling, Sports, Arts.

**DECLARATION**

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I the undersigned, hereby declare that the above information is true and correct to the best of my knowledge.

Jiya Singhania

