

CURRICULAM VITAE

RASHMI KHANDELWAL

Chartered Accountant, B.Com

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Profile Summary

- Chartered Accountant having professional experience of more than four years post qualification with rich exposure in the field of Accounting, Finance & Taxation.
- Excellent with numbers and consummate professional having ability to handle multiple tasks and working on deadlines.

Career Objective

To achieve success and acquire more and more knowledge and skills in the domain of Accounting, Finance & Taxation by working in a strong and healthy teamwork environment and render best services to organization with my skills and ability. I can work independently by taking initiative and can work as a part of team.

Work Experience

Post-Qualification Experience:

Company	Designation	Tenure
V.K. Khosla & Co.	Audit & Tax Manager	March'2021 - June'2023
Vipin Aggarwal Kudsia & Associates	Chartered Accountant	July'2020 - Feb'2021
Nitin Mittal & Co.	Chartered Accountant	May'2019 - June'2020

Pre-Qualification Experience:

Company	Designation	Tenure
Shalabh Jasoria & Associates	Audit & Tax Assistant	Nov'2018 - Feb-2019
Shalabh Jasoria & Associates	Articled Assistant	Nov'2014 - March'2017
Gupta Shyam & Associates	Articled Assistant	April'2014 - Oct'2014

Nature of Assignments Handled

Direct Taxation:

- Preparation and filing of all Income Tax Returns including Companies & Trust Returns.
- Preparation of computation of income for various assesses.
- Preparation and finalisation of Income Tax Audit - Form 3CA/CB & CD.
- Dealing with Corporate Taxation.
- Advance Tax calculation and payment thereof.
- Preparation & filing of various income tax forms including Form - 10, Form - 10A, Form - 10B, Form - 10BD, Form - 35, Form - 13, Form - 15CA/CB, Form - 3CEB, etc.
- Dealing with Income Tax Notices u/s 143(1), 143(3), 154 & 157.
- Filing of Income Tax Grievances.
- Preparation & filing of TDS (Form 24Q & 26Q) & TCS Returns (Form 27EQ).
- Dealing with TDS Demand notices and rectification of returns.
- Performed verification of TDS credit, 26AS Reconciliations, etc.

Indirect Taxation:

- Filing of GST Returns including GSTR-1, GSTR-3B, GSTR-6 and GSTR-10.
- Preparation, finalisation & filing of GSTR-9 & GSTR-9C.
- Filing for GST Refunds.
- Application for GST Registration.
- Preparation & filing replies for GST Notices.
- Filing of LUT Application.
- Reconciliation of GST Input Tax Credit (GSTR – 2B) with Books of Accounts.

Auditing:

- Assisted in completion of Statutory Audit as per Companies Act, 2013.
- Assisted in & finalisation of Internal Audit.

Accounting, Finance & Other Assignments:

- Preparation & finalisation of Balance Sheet (Schedule III).
- Preparation of CMA Data & Projected Financials.
- Book-keeping along with preparation of Trading and P&L A/c, Balance Sheet of various business concerns such as Sole Proprietorships, Partnerships, Trusts, Private Co. etc.
- Bank Reconciliation, Debtor – Creditors Analysis, Ledger Scrutiny, etc.
- Preparation of MIS reports.
- ROC Forms including Annual Form (i.e. MGT-7, AOC-4, DPT-3, DIR -3 KYC, DIR-11, DIR-12, LLP -11, LLP -8, CSR -2, ADT-1, CHG-4, etc.)
- Ensure compliance with respect to preparation & maintenance of books of accounts.
- Filing of e-RCMC application.

Professional/ Academic Qualifications

Particulars	Board/ University	Scored	Year
Chartered Accountancy	The Institute of Chartered Accountants of India	51%	Nov'2018
B.Com	Delhi University	66%	Nov'2015
12th	Central Board of Secondary Education	91%	2012
10th	Central Board of Secondary Education	88%	2010

IT & Soft Skills Proficiency & Certifications

- Conversant in use of MS-Office, Tally-Prime, Tally.ERP9, Busy 18, Marg, Spectrum, CompuTax, Genius Software, etc.
- Keen to adapt for new Customized Finance and Accounting Software.
- Systematic & sorted in respect of documents for the tasks assigned.
- Accustomed to work in a Computerized Integrated Environment.
- Successfully completed trainings prescribed by ICAI:
 - Advanced Integrated training course on Information Technology and Soft Skills.
 - Advanced Integrated training course on Management and Communication Skills.
 - GMCS-1, ITT and Orientation Training.

Key Skills

- Positive Thinker.
- Hardworking.
- Quick Learner.
- Self – Motivated.
- Adaptive to Changes.

Personal Dossiers

Date of Birth – Oct 7, 1994

Languages Known – English & Hindi

Marital Status – Married

Hobbies – Listening Music & Cooking.

Permanent Address – A-23, Balaji Vihar-17, Kalwar Road, Jaipur (Raj.) – 302012

Current Address –Manesar, Haryana - 122052

I hereby declare that the facts given above are true & correct to the best of my knowledge and belief.

Date:

Place:

(Rashmi Khandelwal)