

# Sarthak Shukla



## Contact

New Delhi, India 110047

8851469157

sarthakshukla216@gmail.com

Nationality: Indian

Gender: Male

Date of birth: 24/11/2001

## Skills

- Corporate auditing
- Account reconciliation
- Working Knowledge in MS Excel, Word, Tally Prime, Tally ERP 9, Busy.
- *GST compliance*

## Education

Delhi University

New Delhi

Bachelor of Commerce

2021

- [\[Degree\]](#) Graduate

Govt. Boys Senior Secondary School

New Delhi

Class XII

2018

Govt. Boys Senior Secondary School

## Summary

Experienced Accounts & Audit Associate with a demonstrated history of working in the accounting industry. Skilled in corporate auditing, account reconciliation, and GST compliance. Proficient in MS Excel, Word, Tally Prime, Tally ERP 9, and Busy. Adept at handling statutory audits, preparing tax returns for various entities, and managing day-to-day accounting tasks. Proven ability to prepare and evaluate GST reconciliation statements and manage all taxation-related compliances. Career goal includes advancing expertise in financial management and contributing to organisational success through meticulous financial oversight.

## Experience

### Accounts & Audit Associates

North Node Consultants Private Limited | Gurgaon, India | Feb 2022 - Current

- *Handling GST registration, GST filling GSTR-1, GSTR-3B and GST Annual Return for various clients.*
- *Prepared and evaluated GST reconciliation statements of Companies, individuals, and Firms.*
- *Managing all taxation related compliances (ITRs, TDS, Advance Tax, Property Tax(26QB) etc.)*
- *Preparation & submission of tax returns for individuals, corporates, proprietorship firms, and HUFs.*
- *Preparation & Filling of Annual Returns of Companies & LLPs.*
- *Preparation of CMA data for Various Clients.*
- *Handling of Statutory audit and preparation of Audit Reports.*
- *Preparation & Filling of Tax Audits.*
- *Handing of Day to Day Accounting & Maintain the Books of Accounts of various Clients (Companies, Individuals, Firms, Trust, etc.)*
- *Incorporation of Company & LLP*
- *Preparation of filling of various ROC Forms on V2 & V3 Portal.*
- *Preparation of Budgets and make Comparative Reports (Budgeted V/s Actual)*

New Delhi  
Class X  
2016  
From CBSE Board

The Institute of Chartered  
Accountants of India  
New Delhi  
Chartered Accountant

- Pursuing

- *Support with preparation in filing of GST refund applications.*

Articleship Trainee

Ashwani & Company Chartered Accountants | Gurgaon, India | Jul 2021 - Dec 2022

- *Preparation of audit reports, financial statements and notes to accounts as per the prevalent reporting requirements.*
- *Reconciliation of various ledger accounts.*
- *Handling tax audits and preparation of tax audit reports.*
- *Handling Statutory audits and preparation of audit reports.*
- *Preparation & submission of tax returns for individuals, corporates, proprietorship firms, and HUFs.*
- Handling **GST registration, GST filling GSTR-1, GSTR-3B and GST Annual Return** for various clients.
- Prepared and evaluated **GST reconciliation** statements of Companies, individuals, and Firms.
- Preparation & Filing of Annual Returns of Companies.
- Preparation of CMA data for Individuals, Companies, Firms.

Languages

