**ANJU MIGLANI** E-Mail: anju.miglani89@gmail.com

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R/o- New Delhi

**Profile Summary**

* Presently working with Khatter & Associates, Chartered Accountants, New Delhi.
* Post qualification experience of more than 5 years with CA firms.
* Worked and possess sound knowledge on overall functioning of different business processes for various set of industries.
* Possess proficient communication skills with effective relationship management, sound team supervision and leadership abilities.

**Professional Exposure**

* **Dec’18–Present: M/s Khatter & Associates, Chartered Accountants.**
* **June’16 to Nov’18: worked with CA Firms.**

**Direct Tax Assignments.**

* Preparation and Finalization of Income tax returns of various Corporate and non-corporate assessee.
* Preparation and Finalization of e-TDS return of various corporate and non-corporate assessee.
* Certification of tax deduction of non-resident/foreign co. in form 15CB.

**Indirect Taxa Assignments.**

* Preparation and filing of GST returns (GSTR-1, GSTR-3B, GSTR-9 and GSTR-9C) of various corporate and non-corporate assessee.
* Conduction of GST Audit as per bye laws.

**Bank Audit.**

* Concurrent Audit of STATE BANK OF INDIA of P SEGMENT (RACPC) such as Education Loan, Home Loam and Vehicle Loan with CBS software.
* Statutory Audit of INDIAN BANK: Verification of – Loans & Advances, Cash Credits & Overdrafts, Letter of Credits and Bank Guarantee and NPA Statements.

**Statutory Audits/Tax Audit.**

* Compliance with Companies Act and applicable financial reporting framework.
* Statutory compliances (TDS, GST, PF, ESI etc.).
* Preparation and Finalization of Tax audit reports.
* Compilation of CARO report.
* Analysis of Debtors and Creditors, Recovery Period, Balance Confirmation Procedures and legal cases.

**Risk Advisory/Internal audit.**

* Designing and planning an internal audit procedure after taking into consideration important factors affecting the organization.
* Evaluation of internal control system, management control and compliance with Statutory Lawas & Rules.
* Drafting audit reports and discussing the same with those charged with governance.
* Conducted Scrutiny of the accounts with review of the Bye Laws.
* Analysis of Stock and Stores – Identification procedures for Slow Moving, Non Moving and Obsolete items.
* Review of various reconciliation statement e.g. BRS, Stock.
* Foreign Remittance Verification.

**Other Consultancy Services.**

* Preparation of the submissions of assessments/ reassessments/ appeals and attending the hearing with the tax authorities.
* Handled the assessment proceedings-preparation of written submissions.
* Preparation of Rectification Application before the assessing officer.
* Executed and undertook the secretarial compliance of the clients including obtaining of the director identification number, digital signature certificate and Filling the Annual Returns and various forms online with Registrar Of Companies.

**Professional & Academic Credentials**

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| **Particulars** | **Institute/BORAD** | **Year** | **Percentage (approx.)** |
| **CA** | **THE ICAI** | **2016** | **50%** |
| **B.COM** | **DELHI UNIVERSITY** | **2009** | **59%** |
| **XII** | **C.B.S.E** | **2006** | **71%** |
| **X** | **C.B.S.E** | **2004** | **73%** |

**IT Skills**

* Proficient in MS Office.
* Working knowledge in Application and Software packages - Tally Prime, Tally.ERP, Genius, Web-e-tax, web-e-tds.
* Completed 100 hrs. of compulsory computer training conducted by ICAI.
* Expertly navigate the internet as a research tool.