


# Gunveen Kaur Chaudhary

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Seeking an entry level position to begin my career in high level professional environment.

## Education

<b>The Institute of Chartered Accountants of India</b>	Mumbai, India November'2019
<b>University of Mumbai</b> <i>Bachelor of Commerce</i> First Class with Distinction (71.85%)	Mumbai, India April'2017
<b>Mithibai College, Maharashtra State Board of Higher Secondary Education</b> <i>Higher Secondary School Certificate</i> First Class with Distinction (84.67%)	Mumbai, India February'2013
<b>Our Lady of Remedy High School</b> <i>Indian Certificate of Secondary Education</i> First Class with Distinction (91.09%)	Mumbai, India March'2011

## Articleship Experience (*Desai and Bhagtaney: October 2014– 2017*)

(Handling audit, finance and taxation matters for various companies across sectors primarily in pharmaceutical, trust, shipping)

### Audit

- Assisted in Statutory audit, for private companies, trusts, partnership firms.
- Physical verification of stock, verification of fixed assets records, ledger scrutiny, ascertaining correct accounting and ensuring compliance with various statutory requirements.
- Preparation of financial under Schedule VI
- Analysis of financials including but not limited to debtors ageing, creditors ageing and calculation of various financial ratios, obtaining confirmations from Banks for accounts subjected to any restrictions or exchange control considerations, overdrafts or loans payable on demand.

### MIS

- Preparing daily, monthly and yearly MIS reports.
- Data analysis, maintaining process wise data, Timely reports sent to the management for further planning, Co-ordination with clients.

### Direct Tax

- Computation of Tax liability, preparation and E-filing of Income Tax returns
- E-filing of TDS returns

### Others

- Maintaining a log of latest developments and amendments in ICAI portal, MCA portal and E-filing portal.

## Voluntary Work

### *Dharma Bharti Mission (Mahalaxmi)*

- Improved presentation skills through teaching sessions on Social Studies, personal hygiene and social etiquette for children in India.
- Developed communication and leadership skills while engaging children in a spirited session of games.

## Skills & Interests

- **English** (Native Proficiency) / **Hindi** (Native Proficiency) / **Punjabi** (Native Proficiency)
- Advanced proficiency in using **Excel and Microsoft Office**
- Basic proficiency in using **PowerPoint**
- Working knowledge of **Tally. ERP.9**
- Participated in various elocution competitions conducted in school.