

CA. Sangeeta Chhabra

DISA, ACA, M. Com.

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Summary : Experience and objective:

- Chartered Accountant with 10 years of experience to add value with challenging opportunities by contributing my rich experience in auditing and taxation.

Work experience:

- Currently working as Assistant Manager with **Haribhakti & Co. LLP, Mumbai** : August, 2019 - till date
- Senior Associate at **Haribhakti & Co. LLP, Mumbai** : July, 2018 – July, 2019
- Associated with **M/s B. L. Bhojwani & Associates** (Kota - Rajasthan) : A CA firm with experience of more than 33 years – April, 2011 to October, 2017
- Proprietor of **M/s Sangeeta Chhabra & Associates** : April, 2011 – July, 2018
- Senior consultant at **JSOFT Solutions Ltd. (JSW Group)** – October, 2010 to March, 2011

Articleship experience:

- Under CA. Gopal Dutta (G. Dutta & Co., Jaipur) – Sep. 07 – Apr. 08
- Under CA. B. L. Bhojwani, (B. L. Bhojwani & Associates, Kota) – Apr. 08 – Sep. 10

Areas of work:

1. **Haribhakti & Co. LLP, Mumbai**

Research and Quality Assurance

- Resolving technical queries for the audit teams conducting audit/review of the Listed Companies and public interested entities.
- Review of the Modified Audit Report and ascertainment of its suitability.
- Drafting of opinion for Companies and internal notes for Firm.
- Assisting in trainings for giving updates and application of regulations.
- Cold review of audit files.
- Review of Certificates issued by the Firm.
- Review of the limited review reports, financials of the listed entities before its publication.
- Updating in Statutory Audit forms, Limited Review forms and Tax Audit forms for any changes.

Statutory Audit

➤ Reserve Bank of India

- Audit of Regional Offices and Funds
- Assistance in preparation of audit reports and certificates
- Team supervision

2. B. L. Bhojwani & Associates

3. Sangeeta Chhabra & Associates

➤ **Audit**

- Statutory audit and preparation and presentation of financial statements of private limited companies
- Statutory audit : Syndicate Bank : 3 Branches (Year 2018); 2 Branches (Year 2017)
- Revenue audit: Bank of Maharashtra (Kota), Bank of India (3 Branches- Kota), State Bank of India (*erstwhile* State Bank of Patiala - Kota)
- Stock audits of bank clients

➤ **Taxation:**

- Tax audits of private limited companies, partnership firms and proprietary concerns
- Audit of trust
- Preparation and filing of income-tax, TDS, service tax, sales-tax returns of companies, partnership firms, HUF and individual
- Assistance in search and appeal cases
- Preparation and filing of replies of scrutiny cases and notices from investigation wing
- VAT audits and filing appeal under RVAT Act

➤ **Others:**

- Advising clients on the matter of income-tax, VAT, service-tax and GST
- Handling team of 5-6 people and supervise their work
- Online filing of audit reports and ROC forms
- Preparation of project reports for fund financing from bank
- Registration, generation of online forms and issuance of exemption certificate under RVAT Act

Computer skills:

- Well conversant with 'CompuOffice Online' Software.
- Working knowledge of MS office tools, Tally, Flexcube and Finacle.

Professional/ Academic qualifications:

Examination	Year
DISA	July, 2016
CA Final	Nov., 2009/First attempt
PEE II	May, 2007/First attempt
PEE I	May, 2006/First attempt
M. Com.	2010

Achievements and awards:

- 43rd AIR in CA final and 20th AIR in Foundation
- Gold medalist in B. Com. at Kota University
- Topped in M. Com., Previous at Kota University
- Presented paper on TDS provisions in Convention Program of CICASA, Kota

Personal details:

- DOB : January 21, 1988
- Marital status : Married
- Interests : Cooking, Watching movies, Listening music, Reading
- Permanent address : Sai Kripa, D Block, Kirti Nagar, Foyasagar Road, Ajmer 305001 (Rajasthan)