

Akanksha Baranwal

Varanasi, India

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Summary

A focused professional with 3+ years of professional experience in accounts, auditing and taxation with proven ability to assist customers with well-informed selection of suitable services. Looking to leverage my knowledge and experience where I could get chance to learn and improve my existing skills alongside.

Work Experience

CA O.P. TULSYAN & CO.

FEB 2019 – FEB 2022

CA ARTICLE

Varanasi, India

- Audit of Gold ornament showroom, Automobile Showroom, and Carpet Company.
- Drafting of Annual Financial Statements of Private Limited Companies, Sole Proprietorships, Partnership Firms, and Individuals.
- Drafting of Consolidated financial statements of Charitable Trusts.
- Data entry and Bookkeeping services of clients.
- Preparation and Filing of Individual and Company Income Tax Returns.
- Preparation of Tax Audit Report as per 3CD format of Income Tax 1961.
- Interacted with clients and developed positive professional relationships.
- Vouching and verification of sales, purchase and other financial statement items.
- Checking of other statutory compliances.
- Filled ROC forms - DIR-3, AOC-4, AOC-1

CA A.K. THUKRAL & CO.

MAY 2018–AUG 2018

ACCOUNT EXECUTIVE

Bhadohi, India

- Preparation of Financial statements of a plastic manufacturing company and a carpet company.
- ITR filling of more than 30 individuals.
- Performed daily accounting functions such as journal entries, tally entries, reconciliation of passbooks and vouching of invoices.

Education

Mahatma Gandhi Kashi Vidyapith

2017–2019

Master of Commerce

Varanasi, India

Mahatma Gandhi Kashi Vidyapith

2014–2017

Bachelor of Commerce

Varanasi, India

Institute of Chartered Accountants of India

CA Final (Exemption in Accounts & Advance Accounts in CA IPCC)

Achievements

- **3rd Position** - Presentation in advance (AICITSS) MCS Course
- **Portfolio** - Hosted on GitHub at <https://anmol-baranwal.github.io/Portfolio-Akanksha/>
- **20 Plus** - Gained 20+ Permanent clients by providing freelancing accounting services
- **Leader** - Led a team of 8 graduates to finish ROC compliance before due date

Skills

Technical: Tally ERP, MS Office, Computax, Critical Thinking

Soft Skills: Fluent in English, Detail Oriented, Analytical Mind, Time Management

Extra Skills: Problem Solving, Multitasking