

Daraksha Jahan

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Education

Pursuing CMA Intermediate (Group II cleared)

Calcutta University, BCom(Hons) in Accounting & Finance, 2017 – 2020
The Bhawanipur Education Society College

Higher Secondary (WBBSE), Commerce, 2015-2017

Professional Experience

MBRM & Associates, Associate, Kolkata, WB

Sept 2020 – Sept 2021

Performed secretarial compliance work which includes work in the field of ROC

- Did merger u/s 230.
- Fast track merger u/s 233.
- Used XBRL (eXtensible Business Reporting Language) to generate annual filing for clients.
- Did Appointment of Directors
- Did Conversion from public company to private company.
- Did Condonation of delay.
- Performed SRN Cancellation
- Performed GST filing (GSTR 1, GSTR 3B) for clients.
- Generated ISIN.
- Dealt with clients and explained to them the overview of their account status.
- Supervised co-workers and gave training sessions in XBRL.
- Due Diligence

Performed Income Tax Work

- Tax Audit
- Computation of Tax
- Filing of Tax Return

Rahman Income Tax Consultant, Intern, Kolkata, WB

Dec 2019 – Jan 2020

- Performed GST filing for various clients.
- Maintained records in Excel sheets.

Skills

- **Generating XBRL**
- **GST Filing**
- **Microsoft Office**
- **Accounting**
- **Tax Audit & Computation of Tax**
- **Tally ERP9**

Professional Skills

- **Problem Solving Skills**
- **Good communication skills**

Certification & Achievement & Volunteering

- Certification from **The Institute of Cost Accountants of India** in:
 - GST Filing.
 - SAP Finance.
 - Advanced MS Office.
 - Cambridge University Press Soft Skills & Employability Skills Training.
- Secured 3rd position in an intra-college debate competition in 2008.
- Tutored Mathematics, English, Commerce to more than 10 underprivileged children for over 3 years.