

NEELAM JAIN
CA | CMA

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PROFESSIONAL EXPERIENCE

1. Worked as a Senior Associate in GST Compliance and Advisory Department in SKN Advisors Private Limited (15 April 2019 to 10 October 2020).

Assignments handled:

- ✓ Assisted in preparation of Refund Application in case of Inverted Duty Structure;
- ✓ Provided opinions to clients relating to various queries;
- ✓ Drafted response to Show Cause Notice in Form-ASMT-11;
- ✓ Reviewed and filed Final Return (GSTR-10);
- ✓ Reviewed Annual Returns (GSTR-9) and Reconciliation Statement (GSTR-9C);
- ✓ Reviewed GST Returns (GSTR-1, GSTR-3B, and GSTR-6);
- ✓ Reviewed and filed ITC-04;
- ✓ Prepared Teaser Report for Project Financing.

2. Worked as a Senior Accounts Executive in Roy Job Associates Managements Private Limited-Real Estate Company (01 December 2017 to 31 January 2019).

Assignments handled:

- Prepared and finalized Financial Statement;
- Prepared workings of GSTR-1, GSTR-3B;
- Prepared GST reconciliation of Input Tax Credit between GSTR 3B, GSTR-2A and books of accounts; and
- Prepared Reconciliation Sheet of 26AS & TDS receivable appearing in the books.

3. Worked as an Audit Executive in Saraf & Chandra, Chartered Accountants, Kolkata (06 June 2016 to 16 August 2017).

Assignments handled:

- Auditing of financial statements, disclosures including cash, investments, receivable, fixed assets, payables, liabilities, and general revenue & expenses;
- Ensured compliance with Accounting Standards, Schedule III under companies Act 2013, and Auditing Standards; and
- Reviewed 3CD form (Tax Audit).

ARTICLESHIP EXPERIENCE

Completed 3 years of Articleship from G Basu & Co., Chartered Accountants, Kolkata (25 April 2012 to 24 April 2015)

Clients Handled:	FMCG, Banking sector, Pharmaceutical Sector, Capital Goods Industry
Nature of Assignments	
<ul style="list-style-type: none">• Reviewed and calculated Deferred Tax, MAT, Advance Tax;• Accounts, Ensured TDS compliances, assisted in preparing the LFAR;• Examined the system of revenue / expenses recognition and its correctness as per AS-9;• Obtained Third Party Confirmation and Inventory Verification;• Examined, whether any dispute / litigation is pending or the balances need to be written off;• Ledger Scrutiny of Income & Expenses;• Bank Reconciliation Statement; and• Vouching & Sample testing of Expenses & Revenues.	

PROFESSIONAL QUALIFICATIONS

Examination	Institution	Examination	Year
Chartered Accountant (CA)	ICAI (CA)	Final	November 2018
		IPCE	November 2011
		CPT	June 2009
Cost & Management Accountant (CMA)	ICAI (CMA)	Final	December 2018
		Inter	December 2017

ACADEMIC QUALIFICATIONS

Examination	Institution	Board/University	Year of Passing
B. Com	St. Xavier's College, Kolkata	Autonomous	2015
Class XII	Shree Digambar Jain Balika Vidyalaya	W.B.C.H.S.E	2009
Class X	Shree Digambar Jain Balika Vidyalaya	W.B.B.S.E	2007

IT CREDENTIALS

- Conversant with MS Office, TALLY ERP9.
- Hands-on experience of Software such as ACE 0.9, XL Accounts.

PERSONAL DOSSIER

- Date of Birth : 26 May 1990.
- Passport : Available (Valid up to: 01.09.2023).
- Languages : English, Hindi
- Interests : Playing Badminton, Travelling.