

Curriculum Vitae

Yamini Khanduja

Mob: 8860295367

E-mail: yaminikhanduja12@gmail.com

CAREER OBJECTIVE

An ambitious and disciplined person seeking for opportunity to work under an experienced and professional organization wherein I could enhance my knowledge, skills and abilities while gaining experience on legal and financial aspects.

WORKING EXPERIENCE

- Bhupinder Shah & Co.** 1-Jan'2021 – 31-March'2021
- Himanshu Kumar & Associates (Articleship Training)** 26-April'2016 – 25-April'2019

Work & Responsibilities:

Direct Taxation

- ITR e-filing, Tax audits, Book Keeping, tax consulting, Income Tax Certifications, TDS return, filing revised TDS return, etc.
- Preparation of Financial Statements, notes to accounts and audit reports of Companies, Partnership Firms, Proprietorship and trusts.
- Assisted in Tax litigation and documentation services.

ROC filing

- Formation of new Companies and ensuring Statutory compliance relation to ROC.
- Filing of annual returns of Companies.

Indirect Taxation

- GST e-filing/Compliance, registrations. Prepare/ draft written responses to routine inquiries, data requests, responses to owners regarding implementation, classification and applicability of GST.

Audit

- Revenue and Stock audit of Dr. Lal Path Labs.

Have adequate exposure and Conversant in MS-Office, various Accounting Packages viz. Tally ERP, etc.

PROFESSIONAL AND ACADEMIC QUALIFICATION

Course	Level	Results
Chartered Accountancy	CA-Final- Group I	Result Awaited
	CA - IPCC - Group I (Nov' 15)	53.50%, Exemption in Law
	CA - IPCC – Group II (May' 18)	52.66%, Exemption in Advance Accounts
B.Com Graduation	Delhi University	66.52%
Intermediate	C.B.S.E (2013)	85%
High School	C.B.S.E (2011)	9 (CGPA)

PERSONAL PROFILE

Date of Birth: 12th July 1995

Father's Name: Mr. Perveen Kumar

Permanent Address: B-247/248, First Floor, Gandhi Vihar, Delhi 110009

Language Proficiency: English, Hindi

DECLARATION

I hereby declare that all the information given above is correct according to the best of my knowledge and belief.