

# Megha Chhabra

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## CAREER OBJECTIVES

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To work in an organization offering a responsible, challenging, creative work profile where I can utilize my skills effectively not only to gain hands on experience but also to enhance my abilities in conjunction with the organization's goals and objectives with my best performance

## ACADEMIC QUALIFICATIONS

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Qualification	Institution	Year of Passing	% Marks
C.A – FINAL	Institute of Chartered Accountants of India	2019	50.7 %
C.A. – IPCC	Institute of Chartered Accountants of India	2016	55.42%
C.A. – CPT	Institute of Chartered Accountants of India	2013	63.2 %
B.COM (H)	Daulat Ram College, University of Delhi	2016	75.6%
XII	C.B.S.E	2013	94.2 %
X	C.B.S.E	2011	9.6 CGPA

## WORK EXPOSURE

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- 3 years of **Articleship with SCV & CO. LLP (formerly known as S.C Vasudeva & Co.)** (August'16 to September'19)
- My roles and responsibilities during this tenure entailed:
  - Planning and execution of financial statements audit, individually and collectively with the team, of multiple industries.
  - Regular interaction with clients involving coordination, data collation, seeking clarifications wherever needed etc.
  - Conducting in-depth research to examine the business environment of the client and pursuing the unaudited financial statements, for the purpose of identifying probable risk areas and key industry drivers.
  - Execution of financial statements audit using logical synthesis and professional judgment by data analysis and comparing data with preceding periods as well as the current industry benchmarks.
  - Arriving at a consensus with the clients by presenting & discussing audit findings.

### Highlights:

#### **Statutory Audit**

- Audit Planning, Identification and Assessment of risk and calculation of Materiality
- Ensured Proper recognition of Revenue, Sales Reconciliation, Confirmation of Trade receivables including evaluation of allowance of Doubtful debts.
- Performed Fixed Assets Verification and its Reconciliation with the books including calculation of Depreciation as per Schedule II of Companies Act, 2013
- Checked ICFR Compliance for Procure to pay and Payroll.
- Execution of Confirmation procedures of Banks, Trade Payables and Trade Receivables
- Ensured Statutory Compliances (GST Reconciliations and TDS)
- Performed Financial Ratio Analysis and Cut off Procedures
- Finalized financial statements in accordance with IND AS & AS and prepared audit reports including CARO reporting.
- Examined Reconciliation of Bank Statements and General Ledger Accounts.
- Reviewed Human Resource and Payroll Processing (Attendance, Payroll Verification, Leave Computations, Gratuity Calculations, Full and Final etc.)
- Reviewed Purchase Reconciliation, Creditors Ageing, Invoicing and Payment Processing.
- Vouching and verification of indirect expenses including appropriateness and classification of prepaid and outstanding expenses.

### Internal Audit

- Procurement Process and its distribution.
- Human Resource and Payroll Processing covering–Attendance, Leave Processing, Full and Final Settlement.

### Tax Audit

- Preparation of Form 3CA, 3CB and 3CD reports.
- Compliance with TDS Provisions
- Compliance with various sections of Income Tax Act mentioned in Form 3CD

### Operational Audit

- Verification of cash, discounts, gifts and physical verification of stock

### Major Clients Handled

Name of Client	Assignment	Responsibility
Universal Book Sellers' Publishers & Distributors (UBSPD)	Statutory Audit, Tax Audit	Team Lead
ML Outsourcing Services Pvt. Ltd.	Statutory Audit, Tax Audit	Team Lead
Cientra Tech Solutions Pvt. Ltd	Statutory Audit, Tax Audit	Team Lead
Amtek Auto Ltd.	Limited Review	Team Member
Narosa Publishing House	Statutory Audit, Tax Audit, Operational Audit	Team Member
Nilkamal Ltd.	Internal Audit, Operational Audit	Team Member
Apollo Distribution Centre	Operational Audit	Team Member
Apollo Pharmacy	Operational Audit	Team Member

### ACHIEVEMENTS

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- Achieved 3<sup>rd</sup> Rank in Environment Awareness Program conducted by Jim Corbett.
- Handled many leadership roles while in school/college & participated in several debate competitions at the school level
- Volunteered at Aadarsh Shiksha Jan Kalyan Samiti – a NGO imparting education to needy students.

### SOFT AND TECHNICAL SKILL SET

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- Possess the quality of Team Player as well as Team Leader - enjoying sharing knowledge as worked in teams of various projects.
- Excellent ability to keep good relationships with people of all age groups.
- Proficient in working on Tally.
- Extensive experience of using MS Excel & MS Word.
- Languages: English and Hindi.

### PERSONAL DETAILS

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Father's Name : Sanjay Chhabra  
Date of Birth : 24<sup>th</sup> September 1995  
Passport Validity: 12<sup>th</sup> January 2030  
Address : Chhabra Nikunj, Near Ashoka Takij, Alwar, Rajasthan