

Audit Executive

Sanjiv Shah & Associates• Chennai, India

11/2023 - 07/2024

- Prepared and filed individual income tax returns, ensuring compliance with regulations and timely submissions.
- Conducted Statutory Audits including planning, testing, and reporting to support audit opinions.
- Prepared consolidated Financial Statements and schedules for management review and statutory filing.
- Performed TDS and GST reconciliations to identify discrepancies and ensure tax compliance.
- Calculated and advised on Advance Tax obligations to optimize client cash flows and compliance.
- Vouched invoices and verified supporting documentation to strengthen internal controls and payable accuracy.

Internship

Allcargo Logistics• Chennai, India

12/2022 - 12/2022

- Managed Import & Export Accounts by organizing shipment files and tracking transaction status
- Prepared and verified shipping documentation including invoices, bills of lading, and packing lists
- Coordinated with carriers and customs agents to ensure customs compliance and timely clearance
- Reconciled invoices and assisted with accounts payable/receivable related to freight charges
- Supported billing processes by compiling chargebacks and preparing client statements
- Maintained accurate records and updated internal logs to streamline audit and reporting tasks

PROJECTS

Financial Performance Analysis of TATA STEEL LTD

- MBA-Final Semester Project