

SHILPA MITTAL

SEMI-QUALIFIED
CHARTERED ACCOUNTANT

+91 70153-38891
shilpamittal988@gmail.com
Sector 62, Noida - 201301
/shilpa-mittal-817964199

PROFILE

A results-driven and detail-oriented Semi-Qualified Chartered Accountant with practical exposure in Direct and Indirect Taxation, audits, and financial reporting. Having cleared Group 2 of CA Final and awaiting Group 1 results, I am now seeking opportunities to contribute to a growth-oriented organization's finance and compliance functions while advancing toward qualification.

WORK EXPERIENCE

Nov'24 - Mar'25

Optiemus Electronics Limited | Noida

Audit Associate

- Worked closely with the Finance Head to assist the finance department in completing statutory audits and Limited Reviews.
- Ensured timely compliance with financial regulations and internal controls.
- Prepared MIS reports as per management's requirements.
- Helped streamline audit readiness and improve documentation workflows.

Jul'23 - Oct'24

Ramesh Jindal & Co. | Hisar

Paid Assistant - Tax Associate

- Specialized in Direct Taxation for a wide range of clients including Companies, Partnership Firms, Individuals, and HUFs.
- Prepared and filed Income Tax Returns using Compu Tax, ensuring full accuracy and adherence to regulatory standards.
- Handled TDS compliance, including preparation, filing, and 26AS reconciliation.
- Compiled detailed Tax Audit Reports and supported clients in strategic tax planning to optimize tax liabilities.
- Analyzed financial statements in line with Accounting Standards (AS) and the Companies Act.
- Verified statutory compliances such as ESI, EPF, and TDS, ensuring full regulatory adherence.
- Gained hands-on expertise in managing tax workflows and documentation under tight deadlines.

Oct'19 - Nov'22

Anoop Goel & Associates | Hisar

Article Assistant

- Led GST division at the firm level, advising and assisting over 100 clients in diverse industries.
- Proficiently handled GST compliances, including annual returns, monthly returns, composition returns, and final returns for clients in the manufacturing, food, agriculture, oil mills, and pharmacy sectors.

EDUCATION

INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

- CA Final Group 1(2025): Result Awaited
- CA Final Group 2 (2024): 58%
- CA Intermediate (2018-19): 51%
- CA CPT (2017): 74%

DELHI UNIVERSITY

- Bachelor of Commerce (2021): 75%

- Expertly managed multiple returns and monthly TDS filings for clients with diverse businesses, ensuring accuracy and compliance.
- Successfully addressed various litigation matters related to Indirect Taxation, providing strategic solutions for clients.
- Facilitated clients in claiming GST refunds under the Inverted Duty Structure, optimizing their financial returns.
- Conducted thorough GST audits for key organizations associated with the firm, ensuring adherence to regulatory requirements.
- Managed clients with turnovers exceeding 100 crores, showcasing proficiency in handling large-scale financial operations.

CORE COMPETENCIES

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

TECHNICAL SKILLS

- Accounting Tools: Tally ERP 9.0, Compu Tax, Medy, Busy, Oilex
- MS Office Tools: MS Excel, MS Word, MS Powerpoint
- Basics of SAP

KEY CLIENTS HANDLED

- Deepak Cotton Industries
- Shambhu Industries
- Nav Bharat Oil Mills
- Laxmi Pipes
- Marut Nandan Praytan Ltd.
- Hisar Roller Flour Mill
- Shanti Devi GI Institute
- Jindal Rolling Mill

ACHEIVEMENTS AND CERTIFICATIONS

- AICITSS & MCS courses prescribed by ICAI
- Best Anchor Award – CA Conference (Hisar, NIRC of ICAI)
- Best Volunteer Award – CA Conference (Hisar, NIRC of ICAI)

“Committed to lifelong learning and delivering measurable impact through finance.”

