

# TRIPTI JAIN

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## CAREER OBJECTIVE

Seeking opportunity as a CA Industrial Trainee to apply theoretical concepts in real-world scenarios and gain hands-on experience to further enhance my knowledge. Passionate about making meaningful contributions, I aim to learn and grow professionally, ultimately striving to become a proficient chartered accountant equipped to tackle complex challenges in the dynamic business environment. I strongly believe in continuous learning and professional development.

## EDUCATION

Course	Year	Institution	Marks/Percentage	Remarks
CA Intermediate (Group-2)	Nov,2023	ICAI	267/400 (66.75%)	Scored exemption in all subjects
CA Intermediate (Group-1)	Nov, 2022	ICAI	238/400 (59.50%)	Scored exemption in Accounts and Costing
CA Foundation	Nov, 2021	ICAI	256/400 (64%)	Cleared in First attempt
B.COM (Pass)	May, 2024	MDU	68.64%	BCom Graduated
Class XII	March,2021	Vaish Public School	491/500 (98.02%)	First rank holder in school
Class X	March,2019	Vaish Public School	458/500(91.06%)	Fifth Shining Star in school

## WORK EXPERIENCE

Article Assistant (Internal Audit and Concurrent Audit) | S.S. Kothari Mehta & Co. | New Delhi Feb to Oct, 2024 – Ex  
Shikha P And Associates June, 2025 - Present

INDUSTRY	Description
HOSPITALITY SECTOR	<ul style="list-style-type: none"><li>Team leader and member on <b>internal audit</b> projects of multiple 5-star hotels covering areas such as food safety and hygiene standards, front office, materials and stores, food and beverages, tax compliance, human resources, engineering, banquets, guest transportation, itgc and spa &amp; salon.</li><li>Engaged in the drafting of executive summary for FY 24-25.</li><li>Assisted in the follow-up audit of each quarter of FY 24-25.</li></ul>
SERVICE SECTOR	<ul style="list-style-type: none"><li>Engaged in the <b>concurrent audit</b> of an educational institute with a turnover exceeding 500 crores.</li><li>Audited the full &amp; Final settlement of employees, performed audit procedure encompassing detailed examination of employee attendance, salary verification, lease rental verification, ongoing transactions, student talent reward examination and comprehensive audit of faculty rewards.</li><li>Audited the events organized by The Times of India.</li></ul>
MANUFACTURING SECTOR	<ul style="list-style-type: none"><li>Conducted <b>stock audit</b> of production division covering the physical verification of raw materials, work in progress &amp; finished goods of a listed public company.</li></ul>

## CERTIFICATIONS & ACHIEVEMENTS

- Information Technology and Orientation Course.
- Basics of financial modeling and valuation.
- Reading & Analysis of financial statements.
- First position holder in ICAI district level elocution contest and represented the branch at ICAI regional level elocution contest.

## IT & TECHNICAL SKILLS

- Well versed with ERP software like Micros, Prolific, Opera and IDS used in the hospitality industry.
- Good working knowledge in Microsoft Excel, Microsoft Word and Microsoft PowerPoint.

## SOFT SKILLS

Good communication	Team leading and Team management	Inquisitive personality	Fast Learner
Public speaking	Problem solving	Multi-tasking	Good listener

**Languages:** English | Hindi