

# Archana Sharma

Semi Qualified CA  
CA Inter | B.Com

+91 9811899106 | [arc1105.sharma@gmail.com](mailto:arc1105.sharma@gmail.com) | [linkedin.com/in/archanasharma11](https://www.linkedin.com/in/archanasharma11)

## Professional Experience

Asia Pacific Institute of Management   Accounts Executive	(January 2025-May 2025)
S. Sannigrahi & Co., Noida   Audit Assistant	(May 2024-November 2024)
A leading firm in Noida with over 4 branches in India serving in various domains	
Pradip Bhardwaj & Co., Noida   Audit Assistant	(July 2022 -October 2023)
Article Assistant	(April 2019-June 2022)
A leading firm in Noida having over 18 years of experience with 7 Partners serving in various domains	
<ul style="list-style-type: none"><li>Developed and maintained comprehensive MIS reports for banking operations, providing senior management with timely insights on transaction volumes, operational efficiency, and financial performance.</li><li>Assist in managing and reconciling financial records and transactions, ensuring accurate reporting.</li><li>Collaborated with cross-functional teams to ensure seamless integration of banking systems, ensuring accurate data flow between MIS, accounting, and customer service departments.</li><li>Maintained data integrity across banking systems, ensuring seamless MIS reporting and helping meet regulatory compliance requirements.</li><li>Handled end-to-end payroll processing, ensuring accurate and timely disbursements of salary in compliance with statutory regulations.</li><li>Prepared and filed Tax computations and Income Tax Returns of numerous clients, including Individuals, Firms, HUFs, Trusts and Companies using Tax filing software viz. CompuOffice &amp; Income tax portal.</li><li>TDS/TCS Returns returns filing on quarterly &amp; annual basis along with filing of challan cum statement on purchase of property</li><li>Ensured compliance with various provisions of Income Tax Act, including verification with AIS/TIS and 26 AS</li><li>Contributed in preparation and filing of GSTR1, GSTR3B, GSTR-9</li><li>Filed form 15 CA-CB</li></ul>	
<ul style="list-style-type: none"><li>Led a team for the Internal Audit of Small Finance Bank at Corporate level</li><li>Engaged in Statutory Audit of Corporates in Manufacturing, Retail and Wholesale Sectors</li><li>Drafted the audit reports as per requirements of CARO 2020 &amp; Verified Compliance with applicable Accounting Standards, Provisions of Companies Act and Other relevant laws</li><li>Assisted in Finalized Books of Accounts and prepared Financial Statements comprising of Balance Sheet, Statement of Profit &amp; Loss and Cash Flow Statement as per AS and Schedule III of Corporate entities</li><li>Prepared and Filed Tax Audit Report (3CA/CB-CD)</li><li>Conducted Stock Audit and physical verification of certain private companies</li></ul>	
<ul style="list-style-type: none"><li>Prepared &amp; filed documents for incorporation of companies, LLPs, completed annual &amp; quarterly ROC compliances</li><li>Filed applications for GST registration, cancellation and revocation of cancellation of registration successfully</li><li>Filed registration forms of MSME, ESI &amp; PF, NPS</li><li>Assisted in due diligence in Forensic audit of NBFC for fraud detection</li></ul>	

## Academic Qualifications

Qualification	Institute	Score
Chartered Accountancy	Institute of Chartered Accountants of India	Final - Pursuing
		Inter - 361/700 (51.57%)
		CPT - 116/200 (58%)
B. Com	SOL, University of Delhi,	60%
12th	R.S.K.V School (CBSE), Delhi	80%
10th	R.S.K.V School (CBSE), Delhi	CGPA 7.6

## Skills

- Well versed with Accounting Software viz. Tally, MS Excel, Word, Computax and Genius.
- Ability to work independently and as a part of a team.
- Strong organizational and time management skills.
- Detail oriented and able to handle multiple tasks simultaneously.