




CA DIVY JAIN

Highly motivated and creative individual with a can-do attitude.
An enthusiastic fast-learner with a persistent attitude towards systematic problem solving.

 ca.divyjain@gmail.com

 (+91) 7587145799

 Raipur (C.G.)

 LinkedIn Profile

EDUCATION

DISA Qualified 2019
Institute of Chartered Accountants of India 146 / 200

Chartered Accountant Nov 2018
Institute of Chartered Accountants of India

WORK EXPERIENCE

Audit and Tax Associate June 2022 – Present
Agrawal Mahendra & Co. Raipur

- ✓ **Direct Taxation**
Faceless E Assessment Proceedings | Income Tax Returns
- ✓ **Auditing**
Statutory Audits | Bank Audits

Audit and Tax Partner Sep 2020 – May 2022
Agrawal Jain & Co. Raipur

- ✓ **Direct Taxation**
Search, Scrutiny and Appeal Proceedings | Faceless E Assessment Proceedings | Intimations | Income Tax Returns
- ✓ **Auditing**
Statutory Audits | Internal Audits | Bank Audits

Audit and Tax Manager Nov 2018 – Sep 2020
Sanjay Jhabak & Co. Raipur

- ✓ **Direct Taxation**
Scrutiny and Appeal Proceedings | Income Tax Returns | Intimations | TDS Returns | Advanced Tax Workings
- ✓ **Indirect Taxation**
Goods and Services Tax (GST) Returns | Appeals and Other Representations (GST Department)
- ✓ **Auditing**
Statutory Audits | Internal Audits | Government/ ULB Audits | Bank Audits

POSITIONS OF RESPONSIBILITY

Director (International Opportunities) (2020-21)
JCI Raipur City, Zone IX

Event Co-ordinator (2018-20)
ICAI Seminars and Group Discussions

SOFT SKILLS

Tech Friendly

Leadership

Time Management

Teamwork

Communication

Multi Tasking

TECHNICAL SKILLS

Accounting Softwares
Tally 7.2/ 9/ ERP/ PRIME, ACE, BUSY

Banking Softwares
Finacle, BaNCS

Return Utilities
CompuOffice (Tax/ TDS/ GST), IT TaxPro, Offline utilities of IT and TDS departments

Others
Microsoft Excel (Advanced), Microsoft Word, Microsoft PowerPoint

ACCOMPLISHMENTS

CBSE Merit Certificate (Top 0.1%)
English Language (CBSE – Class 12th)

Advanced ITT course of ICAI
Amongst TOP 5 students of the batch.

Winner- Sports
Winner
Institute Level Chess & Chinese Checkers
For 2 successive years

Work Recognition
Received constant appreciation from seniors for the quality of reports delivered during assignments