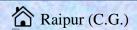
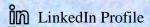
CA DIVY JAIN

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









EDUCATION

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

Chartered Accountant

Nov 2018

Institute of Chartered Accountants of India

SOFT SKILLS

Leadership **Tech Friendly**

Time Management

Teamwork

Communication

Multi Tasking

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

Audits | Bank Audits

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

Statutory Audits | Internal Audits | Government/ ULB

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

POSITIONS OF RESPONSIBILITY

Director (International Opportunities) (2020-21)

JCI Raipur City, Zone IX

Event Co-ordinator (2018-20)

ICAI Seminars and Group Discussions