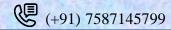
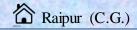
CA DIVY JAIN

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







In LinkedIn Profile

EDUCATION

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

Chartered Accountant

Nov 2018

Institute of Chartered Accountants of India

SOFT SKILLS

Tech Friendly Leadership

Time Management

Teamwork

Communication

Multi Tasking

WORK EXPERIENCE

Audit and Tax Partner

Sep 2020 - Present

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

Articleship

Oct 2013 - Oct 2016

Begani And Begani

Raipur

✓ Auditing

Audits – Government Organisations | Banking Sector Audits | Insurance sector Audits | Tax Audits

✓ Taxation

Income Tax Returns | VAT workings

TECHNICAL SKILLS

Accounting Softwares

Tally 7.2/9/ERP, 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

POSITIONS OF RESPONSIBILITY

Director (International Opportunities) (2020-21)

JCI Raipur City, Zone IX

Event Co-ordinator (2018-20)

ICAI Seminars and Group Discussions