



Gauri Halkare

Chartered Accountant

PROFILE

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EDUCATION

CHARTERED ACCOUNTANT

- May 2025
- CA Final- 3 Exemptions
- CA Inter- 2 Exemptions

M. COM

- Pune University
- Score: 78.13%

B. COM

- Pune University
- Score: 62.33%

SKILLS

- Power BI (Certified)
- MS Excel
- Power Point
- MS Word

LANGUAGES

- English
- Hindi
- Marathi

SOFT SKILLS

- Adaptability & Flexibility
- Learning agility
- Proactive and Responsible

SUMMARY

Chartered Accountant (2025) with a strong academic background and over 3 years of hands-on experience during articleship in taxation, audit, and financial reporting.

WORK EXPERIENCE

Patil Hiran Jajoo and Company

2022

A well-renowned firm practicing since 2000 with a clientele of over 1000, offering a comprehensive range of professional services.

Audit and Taxation:

- Engaged in **Internal Audit** of a **Listed Construction Company** involved in Road Construction Projects, Rural Electrification Projects. Assisted the company's management in improving the **Standard Operating Procedures** and ensuring compliance to the same.
- Audited critical processes of **stores and subcontractor** management during internal audit, covering inventory verification and asset tagging.
- Conducted statutory audit of **nationalized bank branch** with key focus on loan portfolios including an assessment of documentation.
- Integral part of the **statutory audit** of a **leading cooperative bank**, reviewing assets, loan portfolios, and cash balances.
- Compiled and analyzed **financial statements**, including Balance Sheet, Profit and Loss Statement, and Cash Flow Statement, for a Private Ltd Company with a turnover of more than **Rs. 50 Crores**.
- **Finalized** financial statements and performed **consolidation** of accounts in accordance with the **IGAAP** and **Companies Act**, ensuring statutory compliance and accuracy in reporting.
- Gained expertise and independently **finalized multiple tax audits (20+)** for several Private Limited Companies and Firms across the Manufacturing, Petroleum, and Service sectors.
- Managed income tax **assessment proceedings** by drafting written submissions, handling clients, and conducting faceless assessments.
- Filed **income tax returns (150+)** for a diverse client base, ensuring full compliance with tax regulations.
- Handled compliance related to **TDS filings (20+ clients)**, and **ROC filings (50+ clients)** for corporate and individual clients.
- Assisted in the Statutory Audit of a Manufacturing Company Listed on **BSE**.

Other Assignments:

- **Administered** accounting operations in Tally, streamlining bookkeeping and financial record-keeping for improved accuracy.
- **Performed** certification work related to inventory valuation and reconciliation across multiple clients.

EXTRACURRICULAR ACTIVITY

- Recognized as a '**Rising Star**' for quickly adapting and consistently supporting seniors among 60+ article assistants.
- Coordinated two successful outstation **office offsites**, enhancing team engagement and fostering a collaborative work environment.
- Held the position of **House Captain** in school, demonstrating leadership capabilities.
- Worked with an **NGO** to provide food and clothing.