

PROFILE

Aspiring Chartered Accountant with extensive experience gained during articleship in statutory audit and taxation across diverse industries. Adept at financial reporting, compliance, and process improvement. Seeking a challenging role in a growth-oriented organization where I can contribute value through analytical skills, domain knowledge, and professional integrity.

PROFESSIONAL EXPERIENCE

Articled Assistant

Ashish Kamdar & Co., Mumbai

Mar 2022 – Mar 2025

A Mumbai-based CA firm serving 350+ clients across diverse sectors.

Statutory Audit

- Led statutory, tax, and limited audits across industries (manufacturing, IT, retail, F&B, etc.) for clients with turnovers up to ₹450 Cr.
- Assessed internal controls, identified process gaps, and ensured regulatory compliance to enhance audit quality.
- Conducted stock/process audits, cash/bank verifications, and statutory checks for a ₹400 Cr F&B company across branches.
- Prepared audit reports, ROC filings, financial statements, and books of accounts as per AS, Schedule III, and ICAI norms.
- Developed audit analytics tools, cutting audit cycle times by ~30–40%

Direct Taxation (Income Tax)

- Filed Income Tax Returns and Tax Audit Reports for companies, firms, proprietors, and salaried individuals.
- Advised clients on tax compliance, refunds, and responses to scrutiny notices and assessments exceeding ₹8–10 Cr.
- Handled TDS/TCS computations, quarterly returns, correction statements, and compliance consulting.
- Managed revised/updated returns, rectification requests, and reconciliations with Form 26AS, AIS, and TIS.

Indirect Taxation (GST)

- Managed end-to-end GST compliance and advisory for clients across multiple sectors.
- Filed monthly/quarterly GST returns (GSTR-1, 3B), annual returns (GSTR-9), and audit forms (GSTR-9C).
- Performed ITC reconciliations with GSTR-2A/2B and resolved e-invoicing and e-way bill issues.
- Drafted responses to GST notices and defended client positions in cases involving demands over ₹20 Cr.

Strategic Support & Process Improvements

- Revamped a client's accounting system to enhance financial reporting and streamline data entry and workflows.
- Created product- and supplier-wise profitability reports for a ₹450+ Cr chemical trading group, enabling monthly tracking.
- Prepared CMA reports for bank loans and MIS reports to support management decisions.
- Handled sector-specific filings (e.g., Form 52A for film clients) and stayed updated on industry-specific compliance.

EDUCATION

Institute of Chartered Accountants of India

Chartered Accountant

2021 – 2025

University of Mumbai

Bachelors in Commerce

2020 – 2023

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents
- Multilingual: Fluent in English, Hindi, Gujarati, and Kutchi

SOFTWARE PROFICIENCY

- Regularly served as the go-to resource for IT, hardware, and software troubleshooting – resolving issues efficiently to minimize downtime and support smooth operations
- Proficient in Tally Prime, Tally ERP 9, Zoho Books, Flexi-ERP, Spectrum, Compu-tax, Genius-TDS, and MS Office (Excel, Word, Access, PowerPoint)
- Well-versed in leveraging AI tools for routine workflows, data analysis, and research; actively use emerging technologies to enhance efficiency and elevate the depth and quality of deliverables

CERTIFICATIONS

- GMCS (General Management & Communication Skills) – ICAI
- Advanced ITT (Information Technology Training) – ICAI
- Certified Courses – Saylor Academy
 - Human Resource Management
 - Negotiations & Conflict Management
 - Principles of Marketing
 - Public Speaking