

NITYA KHANDELWAL

CHARTERED ACCOUNTANT, M.COM, B.COM

Location:Indore

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OBJECTIVE

Motivated and detail-oriented Chartered Accountant with a strong academic background and hands-on experience in taxation and auditing during articleship. Seeking a challenging role in a reputed organization where I can contribute my skills in tax planning, compliance, audit and financial analysis, while continuing to grow and add value through analytical thinking and problem-solving abilities.

PROFESSIONAL & ACADEMIC CREDENTIALS

| | Year | Institution | Performance | Highlights |
|-----------------|----------------------|--|------------------|---|
| CA Final | May 2025 | The Institute Of Chartered Accountant Of India | 340/600 (57%) | Exemption in FR, AFM and IBS |
| CA Intermediate | July 2021 – May 2023 | | 419/800 (53%) | Exemption in Advance Accounts |
| CA Foundation | Nov 2019 | | 248/400 (62%) | Cleared in 1 st Attempt |
| M.Com | Mar 2025 | Softvision College(DAVV) | 68% | Secured 2 nd Position in College |
| B. Com. | Mar 2022 | Shree Krishna University | 71% | Passed with Distinction |
| Class 12 | Mar 2019 | Kakubhai Parikh School(CBSE) | 91% | 1 st Rank in School |
| Class 10 | Mar 2017 | | 9.8 CGPA | 2 nd Rank in School |

WORK EXPERIENCE

Articled Assistant at Jain Jhanjhariya & Associates

October 2021 – October 2024

Well-known and renowned CA Firm in Indore

| | |
|---|---|
| Direct Taxation | <ul style="list-style-type: none"> Conducted tax audits of individuals, partnership firms and private limited companies; Filed Form 3CD and Form 3CA/3CB ensuring accuracy and compliance with the latest income tax rules and verified books of accounts, financial statements and related documents to identify disallowances and discrepancies. Drafted and finalized 100+ Income Tax Returns for Individuals, Firms and Companies. Calculated monthly TDS liability and filed quarterly TDS returns for clients. Addressed Income Tax Intimation cases, crafting thoughtful responses to Assessing Officers (AO) and handling tax payments and refunds for clients. |
| Indirect Taxation and Auditing & Assurance | <ul style="list-style-type: none"> Contributed to the preparation of GST monthly (GSTR 1 & 3B) and Annual returns (GSTR-9 and GSTR-9C) for various clients and companies. Conducted GSTR-2A/2B vs. Books, GSTR-3B vs. GSTR-1, turnover vs. audited financial to ensure accurate reporting and ITC claims. Supported GST registration, amendment and revocation of cancellation processes for new and existing businesses. Supported compliance with E-way bill generation and validation process for inter/intrastate movement of goods. Drafted, finalized and filed financial statements and Audit Report ensuring compliance with Auditing and Accounting Standards and Sch-III of Co.'s Act 2013 and providing a true and fair view of the company's position. |
| Other work | <ul style="list-style-type: none"> Managed day-to-day accounting entries including sales, purchases, journal entries, Bank Reconciliations and adjustments in Tally ERP. Prepared and filed ROC returns and forms such as AOC-4, MGT-7, DIR-3 KYC and ADT-1 on MCA portal. Assisted in the end-to-end preparation of CMA data required by banks for credit appraisal |

TECHNICAL SKILLS AND CERTIFICATIONS

- Pursuing Financial Modelling and valuation course**
- Accounting & other Software:** Proficient in **Tally Prime & ERP 9, Compu tax software**
- Microsoft Office Suite:** Advanced skills in **MS Excel, MS Word, MS PowerPoint**.

EXTRA-CURRICULAR ACTIVITIES, LEADERSHIP & INTERESTS

- Participated and attended various **seminars on direct taxation and indirect taxation** conducted by The ICAI.
- Secured **1st position** in commerce talent search examination foundation
- School Council member(House Captain)**-Developed **leadership, communication and team management skills** through active involvement in school governance.
- Participated and won medal in **National-level english olympiad** during school
- Hobbies:Zumba, Travelling and Exploring New Cultures, Listening to Podcasts

SOFT SKILLS AND LANGUAGES

- Languages:** English,Hindi(Fluent)
- Hardworking, strong analytical and problem-solving ability, time management, curiosity to learn