

Harshil Doshi

Accounting & Taxation Professional

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EDUCATIONAL QUALIFICATIONS

CA – Final Group II – ICAI – Passed
BCOM

CORE SKILLS

- Financial Analysis
- Analytical Skills
- Financial Reporting
- Risk Analysis
- Accounting
- Accounts Reconciliation
- Preparation of Financial Statements
- Statutory Audit
- Internal Audit
- TDS/TCS
- Income Tax & GST Returns

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- SAP & Tally ERP
- Direct Tax: Spectrum & Genius
- Indirect Tax: ClearTax

FUNCTIONAL SKILLS

- Problem Solving
- Creative Thinking
- Good Communication Skills
- Time Management
- Adaptable/Flexible

LANGUAGES KNOWN

- English
- Hindi

HOBBIES/INTERESTS

- Travelling
- Listening to Music

CAREER OBJECTIVE

Detail-oriented and results-driven semi-qualified Chartered Accountant with comprehensive experience in accounting, taxation, and audit. Adept at managing financial statements, conducting audits, and ensuring compliance with tax regulations. Seeking a challenging role where I can leverage my expertise in financial analysis, tax planning, and audit procedures to contribute to the organization's financial integrity and growth. Committed to continuous learning and professional development to achieve full Chartered Accountant qualification and advance within the finance sector.

EXPERIENCE

Accounts & Tax Executive - Wondrlab India PVT LTD June 24-Feb 25

Accounts & Tax Executive - Shapoorji Pallonji Energy Integrated Solutions Pvt Ltd
April 23 to May 24

Senior Tax Executive – Shetty Naik & Associates Jan 2021 – March 23

2023 Tax Associate – Choksi & Choksi LLP Jul 2017 – Dec 2020

Articled Assistant – Choksi & Choksi LLP Jul 2014 – Jul 2017

Accounting:

- Handling Sales/ Account receivables in SAP
- Co-ordination with customers and sales team for collection follow up
- MIS reporting on monthly basis for future forecasting
- Preparation and Finalisation of financial statements
- Handle Special Assignment of Mutual fund (NAV valuations and Mutual Fund compliances)
- Review cash & income exceptions daily including researching differences, resolving them in an accurate and timely manner.
- Managed accounting, maintaining accurate financial records and ensuring compliance with accounting standards and regulations
- Provided comprehensive finance, consultancy, and strategic advisory services to clients, contributing to their financial success.

Taxation:

- Preparation and filing of GSTR 1 & 3B ,Annual Return & TDS returns
- Handling Income tax and GST assessment Procedures and scrutiny cases
- GST compliances like filing GSTR 1, GSTR 3B and GSTR 9/9C
- Computation and preparation of Income tax returns and TDS returns and Form 15CA/ 15CB
- GST registrations, GST compliances like GSTR 1, GSTR 3B and GST annual returns and GST refunds
- Handled TDS compliance, including reporting and certificate issuance
- Managed GST Compliance, guaranteeing accurate reporting and adherence to GST laws.
- Preparation and filing Income tax return & Tax audit reoprt.

Audit & Assurance:

- Maintain comprehensive documentation of the audit process, findings, and conclusions.
- Prepare audit working papers and ensure they are detailed, accurate, and organized.
- Prepare and present audit reports detailing the findings, conclusions, and recommendations.
- Adhere to ethical standards and professional codes of conduct.
- Conduct a thorough examination of the organization's financial statements, including the balance sheet, income statement, and cash flow statement.
- Verify the accuracy and completeness of financial records and statements.
- Ensure that the financial statements comply with applicable accounting standards, legal requirements, and regulatory guidelines.
- Confirm that the organization adheres to financial reporting standards such as GAAP or IFRS.
- Assess the effectiveness of the organization's internal controls and risk management processes.