

# Rajesh Hotti

## Chartered Accountant

+91 8850483550 | rajeshhotti21@gmail.com | [www.linkedin.com/in/rajeshhotti](http://www.linkedin.com/in/rajeshhotti)

### PROFESSIONAL SUMMARY

Chartered Accountant with hands-on experience in accounting, tax, audit, and statutory compliance. Recognized for driving ownership, improving processes with a structured approach, and delivering value in high-pressure environments.

### EDUCATIONAL QUALIFICATIONS

Course	Institution	Year	Score	Remarks
Chartered Accountancy (CA)	The Institute of Chartered Accountants of India	May 2025	333/600 (55.50%)	CA Final : Exemption in 2 subjects CA Inter : Exemption in 7 subjects
B.Com	KLE Society's Science & Commerce College [University of Mumbai]	Oct 2020	9.81 CGPA	Ranked 1st in graduating class
HSC (12 <sup>th</sup> )		Feb 2017	610/650 (93.85%)	Secured 1st rank in college
SSC (10 <sup>th</sup> )	ST. Joseph's High School	March 2015	426/500 (85.20%)	Scored 94 marks in Mathematics

### WORK EXPERIENCE

#### Articled Assistant

Sandeep Purvy & Associates and Jain Anil Kumar & Co, Navi Mumbai

Oct 2019 to Apr 2023

*(Leading CA Firms having over 20 years of experience with 8 Partners and 100+ employees)*

<b>Taxation</b>	<ul style="list-style-type: none"><li>Handled <b>TDS &amp; TCS</b> computation, deduction, deposit, and quarterly return filing (Form 24Q, 26Q, 27Q, 27EQ) for vendor payments and salaries of over <b>2,000 workers/employees</b>, in compliance with the Income Tax Act, 1961.</li><li>Prepared <b>Advance Tax</b> calculations and <b>computations of total income</b> for filing income tax returns for both corporate and non-corporate clients, including <b>tax planning</b> and optimization measures.</li><li>Assisted in drafting detailed submissions for income tax <b>assessments and appeals</b> achieving <b>favourable</b> outcomes in <b>85%</b> of cases.</li><li>Handled <b>GST compliance</b>, registered entities, filed monthly, quarterly, and annual <b>returns</b> (GSTR-1, 3B &amp; 9), executed e-invoicing, and addressed departmental notices.</li><li>Conducted input tax credit (<b>ITC</b>) <b>reconciliation</b> and vendor ledger reviews to ensure GST credit accuracy.</li></ul>
<b>Financial Reporting</b>	<ul style="list-style-type: none"><li>Prepared Books of Accounts and <b>Financial Statements</b>, including Cash Flow Statements, in compliance with Accounting Standards and Schedule III of the Companies Act for a company with a <b>turnover exceeding ₹90 crore</b>.</li><li>Compiled financial data to prepare <b>MIS reports</b> and presented key performance indicators (<b>KPIs</b>) to management.</li><li>Performed timely <b>reconciliations</b> of vendor, bank and other <b>general ledgers</b>, resulting in <b>12% reduction</b> in errors.</li></ul>
<b>Audit</b>	<ul style="list-style-type: none"><li>Assisted in the <b>Internal Audit of a unit of JSW Steel Ltd.</b> Prepared <b>MIS reports</b> highlighting discrepancies and risk areas, leading to actionable recommendations that <b>improved compliance by 15%</b>.</li><li>Conducted <b>Statutory Audits</b> for companies in the <b>electric vehicle and chemical</b> manufacturing industries, including audit planning, executing, and analyzing financial statements in compliance with Accounting Standards, <b>CARO 2020</b>, and other applicable regulatory requirements.</li><li>Assisted in <b>Tax Audits</b> (Form 3CA/3CB &amp; 3CD) under Section 44AB of Income Tax Act across a diverse client base.</li><li>Performed pre-payment <b>audits of Full &amp; Final</b> settlements for <b>70 outgoing employees</b> of <b>JSW Steel Ltd.</b> and identified discrepancies worth <b>₹8.5 lakhs</b>, through <b>SAP</b> ledger reconciliation.</li></ul>
<b>Compliance &amp; Operations</b>	<ul style="list-style-type: none"><li>Managed statutory compliance for over <b>2,000 workers/employees</b>, ensuring full adherence to PF, PT, LWF, and ESIC regulations, and <b>reducing</b> compliance errors by <b>10%</b>.</li><li>Assisted in the preparation and filing of <b>ROC forms</b> like MGT-7, AOC-4 and others as per Companies Act.</li><li>Processed <b>Superannuation fund claims</b> of <b>Rs. 2.03 crores</b> for outgoing employees of a leading manufacturing company, including verification of documents and coordination with fund administrator.</li></ul>

### ACHIEVEMENTS

<b>Professional</b>	<ul style="list-style-type: none"><li><b>Automated 2,200+ monthly entries</b> in Tally ERP, saving 40+ hours per month in manual effort and <b>reducing</b> manpower <b>costs by 20%</b> through in-house optimization.</li><li><b>Led a 4-member team</b> in managing accounts, payroll &amp; statutory compliance and <b>co-designed SOPs</b> for key business processes that <b>reduced</b> payroll processing time by <b>30%</b> for a private company with turnover more than Rs. 90 crores.</li></ul>
<b>Academic</b>	<ul style="list-style-type: none"><li>Awarded <b>Dhirubhai Ambani Scholarship</b> (2017) – from Reliance Foundation.</li><li>Awarded as the <b>“Outstanding Student of the Year”</b> for two consecutive years at K.L.E College.</li></ul>

### ADDITIONAL INFORMATION

<b>Technical Skills</b>	MS Excel, MS Word, MS PowerPoint, Tally ERP, Winman, SAP (Basic), Power BI (Basic)
<b>Soft Skills</b>	Leadership, Analytical Thinking, Problem Solving, Team-oriented, Time Management
<b>Certification</b>	Financial Planning & Analysis (FP&A) masterclass by CA Monk
<b>Languages</b>	English, Hindi, Marathi & Kannada
<b>Interests</b>	Journaling, Painting, Badminton