



# NEHA DAYANI

## CHARTERED ACCOUNTANT

### WORK EXPERIENCE

#### M A A K & ASSOCIATES (SEP 21-SEP 24)

##### Indirect Taxation

- Preparation and filing of GST Returns of various entities i.e. GSTR-1 and GSTR-3B.
- Preparation and filing of GST annual return and annual reconciliations (GSTR 9 & 9C) of various entity engaged in E-commerce, Trading and Information Technology.
- Preparation and filing documents for application for revocation of cancellation.
- Responding to notices served under section 73 of CGST Act,2017 and filling of form DRC-03.
- Assisted client during spot visit by GST Department.
- Consultation regarding optimum and proper utilization of ITC.
- Applied for Registration under CGST Act,2017.
- Filing of Refund application under section 54 CGST Act,2017 on behalf of various clients.

##### Direct Taxation

- Extensive experience in direct taxes including tax audit, preparation and filling of income tax returns of companies, LLPs, partnership firms and high net worth individuals.
- Analyzed transactions for TDS & TCS implications and accurately filed TDS & TCS returns using Forms 24Q, 26Q and 27EQ ensuring compliance with regulatory requirements.
- Provided valuable assistance in Assessment and Litigation Procedures under the Income Tax framework.

##### Audit &Accounts

- Preparation of Limited Review Report as per compliance of SEBI LODR.
- Handled the Stock Audit of Gold & Silver of MCX.
- Conducted Statutory Audit of 20+ Companies engaged in Sectors like trading, financial service provider, E-commerce, information technology etc. including listed entity as per applicable accounting standards (AS & Ind-AS) and Standards on Auditing.
- Accounting and finalization of accounts for individuals, Partnership firms and Companies.
- Reconciliation of Books and GSTR 2B.

##### Others

- Applied for Import Export Code on behalf of various entities.
- Applied for UDYAM Registration on behalf of various clients.
- Preparation of books of accounts & Financial Statements as per applicable GAAP, net-worth Certificate and Various certification work as per client requirement.

### FAMILIAR SOFTWARE

- KDK Software (Spectrum) for Income Tax filing and TDS Compliance.
- Genius for Income Tax filing and TDS Compliance.
- Tally ERP, Tally Prime for Accounting.
- Clear Tax for GST filing and Reconciliation with books.

### CONTACT

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### EDUCATION

- CA Final (Group 1) : May-25  
Institute/Board : ICAI
- CA Final (Group 2) : May-24  
Institute/Board : ICAI
- CA Intermediate (Group 2) : Nov-22  
Institute/Board : ICAI
- CA Intermediate (Group 1) : July-21  
Institute/Board : ICAI
- CA Foundation : Nov-19  
Institute/Board : ICAI
- BCOM : April-22  
Institute/Board : Gujarat University
- Class - XII : March 2019  
Institute/Board: GSEB
- Class - X : March 2017  
Institute/Board: GSEB

### SOFT SKILLS

- Team Management
- Ability to quickly grasp new technology and relevant Statutory updates
- Solution oriented mindset and analytical skills

### LANGUAGES

- English
- Gujarati
- Hindi
- Sindhi