

# Akanksha Nawani

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## EDUCATION

Course	Year	Institution	Marks	Remarks
CA Final	May'2025	Institute Of Chartered Accountants Of India	313/600 (52.17%)	Exemption in 2 subjects
CA IPCC	Nov'2019	Institute Of Chartered Accountants Of India	385/700 (55.00%)	Exemption in 3 subjects
CA CPT	Dec'2013	Institute Of Chartered Accountants Of India	129/200 (64.50%)	-
CS Executive	June'2018	Institute Of Company Secretary Of India	221/400 (57.75%)	Exemption in 2 subjects
B.Com	2016	Hislop College, RTMNU, Nagpur	1089/2000 (54.45%)	Distinction in 1 Subject

## WORK EXPERIENCE

**Audit Assistant, Parakh Vaidya Chhabra & Associates, Balaghat, M.P.**

**(June 2022 - June 2025)**

**Articled Assistant, Parakh Vaidya Chhabra & Associates, Balaghat, M.P.**

**(Feb 2019 - March 2022)**

Reputed firm in the city with 20+ years of Experience with **250+ Clientele** having work exposure in multiple domains.

**Intern Staff, Suresh Jagwani & Co. Nagpur, M.H.**

**(Dec 2016 - Aug 2018)**

### Audit

- **Led a team of 3 members** for a **Revenue audit** of a Nationalized bank and handled crucial areas of Ledger scrutiny, LFAR reporting, Verification of Bank's Income and expenditure, Revenue leakage and Compliance with latest circulars and notifications.
- **Executed Tax audits** including analysis of financial statements and Report filing (**Form 3CA-3CD & 3CB-3CD**) of various corporate and non-corporate clients having turnover around **Rs. 5 to 20 crores**.
- **Led a team of 4 members** for 150+ **GST Audits (GSTR 9 & 9C)** of Co-operative Banks, Co-operative Societies and Private Clients having turnover of **5 Crores to 50 Crores**.
- **Assisted in Stock Audit** of Dealer Paint Co. 'Dulux' in nearest local region.
- **Conducted detailed financial audit** for a vehicle sector client, contributing to the identification of **internal fraud** committed by employees.

### Taxation

- Assisted Principal in **assessment proceedings** of various clients including handling of clients, letter drafting, compilation, and presentation of documents in front of authorities.
- Prepared and filed **200+ income tax returns** for a diverse client base ranging from **Rs. 5 lakhs to Rs. 20 crores** of total income.
- Filed **TDS returns** and also advised clients regarding compliance of TDS provisions such as Sections 194Q, 206C(1H), 194C, 194IB etc. and solved problems regarding the same.
- Filed approx. **200+ GST returns** and handled various GST assignments relating to Advisory including payment of taxes via **DRC-03** and replying notices in different lines of business.
- Filed **VAT returns** for the clients on whom GST is not leviable i.e. in Petroleum Sector etc.

### Miscellaneous

- **Drafted CMA (Credit Monitoring Arrangements) reports** and **analysis of the financial statements and preparations of projected FS** after discussing with the management their business and growth aspects, and project reports for project financing and for CC/OD Renewal also.
- Applied and taken **Registration Certificates** of various corporate and non-corporate clients under different laws such as GST, TDS, UDYAM, MSME, Partnership (LLP) etc.
- Preparation and Finalization of **Books of Accounts & Financial Statements** as per AS and Schedule III of clients especially in Retail Sector having Turnovers in the range of **Rs. 50 lakhs - 20 crores**.

## EXTRA-CURRICULAR ACTIVITIES

- Trained and supervised new Articles and Non CA-Staff including delegation of work and ensuring to meet deadlines during 2<sup>nd</sup> Year of Articleship in Tax Audits & GST Audits.
- Participated in National Convention conducted by ICAI, Nagpur (WICASA).
- Part of Quiz Competition and anchoring in programmes organized in School.

## ADDITIONAL SKILLS

**Technical Skills:** Tally ERP 9, Compu Office, Microsoft Office.

**Soft Skills:** Quick Learner, Leadership Quality, Adaptive, Multi-Tasking, Problem Solving, Continuous learning & Training Skills.

**Languages:** English & Hindi.

**Certifications and Training:** Pursuing Excel Certification Course.