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### Academic Qualifications

Year	Degree/Examination	Board/Institute	%/Marks
2025	CA Final	ICAI	52.17% (313/600)
2022	Bachelor of Commerce	Mumbai University	8 CGPA
2022	CA Intermediate	ICAI	54.25% (434/800)
2019	CA Foundation	ICAI	54.75% (219/400)
2019	Class XII	HSC	84.31%
2017	Class X	ICSE	87.50%

### Work Experience

#### CNK & Associates

From Nov 2022 – To Jan 2025

##### Tax–Direct Tax

- Income Tax Return (ITR) Preparation & Filing:** Responsible for preparing and finalizing Income Tax Returns for Individual/HUF, Partnership Firms, and Companies in compliance with Indian tax Act, 1961.
- Tax Rectification & Assessment:** Drafted submissions for rectification requests, assessment, reopening and refund adjustments up to the CIT(A) level.
- Tax Consulting:** Provided advisory services to individuals and corporates on various tax-related matters, including capital gains taxation, tax planning, and structuring of financial transactions to optimize tax liabilities.
- Certificates Preparation:** Assisted in the preparation of certificates like Shareholding Certificates and Net-Worth Certificates for corporate clients.
- Tax Audit Assistance:** Involved in preparation and finalization of tax audits for both individuals and companies.
- Recognition:** Awarded "Ace Article" for outstanding performance and contributions to the firm during the first and second quarter of FY23 (April - September).

##### Tax–Transfer Pricing

- Transfer Pricing Study Reports:** Prepared comprehensive Transfer Pricing study reports for various entities, ensuring compliance with Indian transfer pricing regulations.
- Form 3CEB Filing:** Led the preparation and submission of Form 3CEB (Transfer Pricing Audit Report), facilitating accurate reporting and assessment of intercompany transactions.
- Master File Reports:** Compiled and submitted Master File reports as per the OECD guidelines and Indian transfer pricing laws, ensuring comprehensive documentation for multinational enterprises.
- Transfer Pricing Assessments:** Drafted well-researched submissions for the assessment of transfer pricing arrangements, addressing queries from tax authorities and ensuring proper documentation for dispute resolution.

#### Neha U Shah & Associates

From Jan 2022 – To Oct 2022

##### Statutory Audit

- Expense Vouching:** Assisted in the process of expense vouching, ensuring that all financial transactions were accurately supported by appropriate documentation and in line with the company's policies.
- Work Paper Preparation:** Prepared detailed work papers for key financial areas, including investments, property, plant and equipment (PPE), GST and cash & bank, supporting the audit process and providing clarity for financial reporting.

##### GST

- Assisted in preparation and filing of **GSTR-1** and **GSTR-3B** for clients across various sectors.
- Conducted reconciliation between books of accounts and GST Returns to identify mismatches and ensure compliance.
- Supported in **Input Tax Credit (ITC) analysis** and verification in line with GST laws.
- Gained hand on knowledge on GSTN portal for compliance tasks.

### Skills

- Well versed with Microsoft Excel and Word.
- Worked on Tally, Computax and Winman software.
- Well versed with use of income tax utility.

### Extra-Curricular Activities

- Committee member of Kshitij fest of Mithibai.
- Represented CNK & Associates at St. Andrew's School for guiding the students on how income tax portal works.
- Winning Captain of Inter College Volleyball Competition.

### Other Information

- Scored 60/100 and 80/100 in SPOM Exam of Law and costing respectively conducted by ICAI.
- Completed 100hrs of General Management and Communication Skills (GMCS) and Advance Information Technology (Advance IT) Trainings conducted by ICAI.

