

CA Suraksha Rathi

✉ surirathi11@gmail.com | ☎ Phone No: 9265213794 | 🌐 <https://www.linkedin.com/in/ca-suraksha-rathi/>
Location: Vadodara, Gujarat.

PROFESSIONAL AND ACADEMIC CREDENTIALS				
COURSE	YEAR	INSTITUTION	MARKS	REMARKS
CA Final	May 2025	The Institute of Chartered Accountants of India	307/600 (51.17%)	Exemption in Indirect Taxation.
CA Intermediate	May 2022 & May 2023		469/800 (58.62%)	Exemption in 6 out of 8 Subjects
CA Foundation	Nov 2019		215/400 (63.00%)	Exemption in Business Economics
B. Com	2019-2022	The Maharaja Sayajirao University of Baroda	78%	
HSC - Class XII	Mar 2019	Alembic Vidhyalaya, Vadodara	88%	3 rd in School
SSC - Class X	Mar 2017	Modern Vidhyalaya, Vadodara	83%	1 st in School

WORK EXPERIENCE

Apicore Pharmaceutical Private Ltd (RK Group of Companies) – Industrial Training

Area of Work	<ul style="list-style-type: none"> Had Exposure in the Field of SAP Implementation for Financial Accounting System. Have successfully migrated the previous two years bank data from Tally ERP to SAP & streamlined all the data through reconciliation & verification of its correctness Also Had exposure in Corporate Return Filing and Its Audit Report (3CD) Preparation and presentation of the same Assisted in Tax Audit and required Tax Reports Preparation. Co-ordinated with team in Finalization of Books of Accounts for Statutory Audit. Co-ordinated with Audit Team for resolving the queries related to Accounts Payables and Treasury related work
---------------------	---

M Sahu & Co, Article Assistant, Vadodara

Area of Work	<ul style="list-style-type: none"> Having Experience in Field of Auditing of various entities such as Co-Operative Bank, Listed Companies, Private Limited Entities, Hospitals Had exposure in various types of Audits such as Internal, Statutory, GST Audit, Bank Audit & Tax Audit Assisted in Verifying documents required to obtain audit evidence based on which the opinion should be formed. Assisted in Preparation and Filing of Income Tax Returns and Submissions as per Income Tax Act 1961. Provided opinions on interpretation of provisions of Income Tax Act, 1961, Checked compliance with TDS, Depreciation, Advance Tax liability, and 3CD clauses. Advisory to opt either old tax regime or new tax regime. Experience of Preparation of Net Worth Certificate. Preparation and E-filing of GST returns- GSTR-3B, GSTR-1, GSTR 9 & 9C. GST Registration of Different types of Entities. Having Experience in the Field of Regulatory Certificates such as IEC, Aadhar Udyam.
---------------------	--

ADDITIONAL SKILLS

Technical Skills	<ul style="list-style-type: none"> Proficiency in MS-Excel, Word and Power Point Well-verses with Tally Prime, Winman ERP, Tax Cloud, Clear Tax & SAP.
Soft Skills	<ul style="list-style-type: none"> Analytical thinking, Teamwork, Ability to work under pressure, Time Management
Languages	<ul style="list-style-type: none"> Fluency in English, Hindi and Gujarati.
Hobbies	<ul style="list-style-type: none"> Dance, Sports, Travelling & Swimming