

Name : Meet Vivek Vakharia
 Email ID : meetvakharia7@gmail.com
 Contact Number : +91 9082381242
 Correspondence Address : 201- Navjeevan Heights, Haji Babu Road, Malad (East), Mumbai.

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 Jan2022 – To Oct2022
Statutory Audit	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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			
<ul style="list-style-type: none">• 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			
<ul style="list-style-type: none">• 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			
<ul style="list-style-type: none">• 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.			

