

# HETAVI SHAH

Chartered Accountant, B.Com

## CONTACT

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- DOB - 26.11.2002

## EDUCATION

2020 - 2025

ICAI

- CA Final - 315/600
- CA Inter - 418/800
- CA Foundation - 263/400

2018-2023

NM COLLEGE

- Bachelor of Commerce
- CGPA - 6.72
- HSC - 92.15%

SVIS (KANDIVALI)

- SSC - 95.80% (First Rank in School)

## IT & SOFT SKILLS

- MS Excel, MS Word, MS Access, MS PowerPoint, Google Sheets
- Tally ERP 9, Tally Prime
- Winmann
- Adaptability
- Self Motivation
- Analytical Skills
- Time Management
- Interpersonal Skills
- Optimistic Attitude

## CERTIFICATES

- Financial Modelling (eTrainerBox)
- Investment Risk Management (Coursera)
- Investment Banking Job Simulation (Forage)
- Canva Masterclass

## INTERESTS

- Acrylic Painting
- Canva Designing
- Resin Art
- Calligraphy
- Baking
- Crochet Making
- Mehendi Art

## PROFILE SUMMARY

A Chartered Accountant looking to work in a challenging and growth-oriented environment where I can apply my knowledge, enhance my skills, and contribute effectively to the organization's success.

## WORK EXPERIENCE

InCorp Advisory Services Pvt Ltd.  
(Jayesh Sanghrajka & Co. LLP)

MARCH 2023 ~ APRIL 2025

Thar & Co.

APRIL 2022 ~ MARCH 2023

Articled Assistant

### STATUTORY AUDIT AND OTHER ASSIGNMENTS:

- RBI Special Audit:** Executed a **forensic audit** of an NBFC's gold loan portfolio, focusing on RBI compliance and detecting irregularities in gold assaying, disbursal, and auction processes. Analyzed purity discrepancies at sanction, audit, and auction stages; reviewed high-value cash disbursals; and examined e-auctions for procedural lapses. Prepared a detailed audit report highlighting key findings for further action.
- Led the team in handling **Statutory Audit of Corporate Entities** (Listed & Unlisted companies) having multiple branches engaged in the business of Interior Designing & Manufacturing from initiation to finalization.
- Conducted timely **Limited Review** of Listed Companies.
- Assisted in managing **Bank Audit** assignments, review of KYC Accounts, home loan NPA and repossession cases to ensure process adherence.
- Led a team for **Stock Audit** assignment, having business into interior designing.

### TAXATION:

- Handled **Tax Audit** of Individuals, Partnership firms and Companies and preparation of Form 3CA/3CB& 3CD over 10+ clients with a turnover ranging from INR 100-INR 250 Cr.
- Assisted in **finalization** of financial statements and computation, preparation, and filing of **ITRs** for Individuals, HUFs, and Firms, including rectifications, refunds, advance tax, TDS returns, and handling responses for various assessments and scrutiny.
- Provided comprehensive **Tax Solutions** and Planning by analyzing and researching client tax issues

### MISCELLANEOUS:

- Assisted in preparation of Financial Statements as per **AS** and **Ind AS**.
- Preparation of **Certificates** verifying figures with Books of Accounts including Form 15CA/CB, Net worth certificate, turnover certificates, directors and their shareholding pattern certificate and many more.
- Mentored & supervised 5+ junior colleagues in the audit assignment handled under my leadership as a Senior.
- Filing of **SFT Forms** of Companies.