

DIPIKA CHANDULAL PATEL

(Chartered Accountant)

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📍 Mumbai, India

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CAREER JOURNEY

To find a position for myself in an esteemed organization where I could polish my skills and utilize my experience, technical skills, willingness to learn and contribute towards Organizational Goals through Hard work and Creativity.

EMPLOYMENT HISTORY

As an Article Assistant in Premal Suresh Patel & Associates (Ghatkopar, Mumbai) – a dynamic and customer-oriented professional having experience (June 2015- June 2021).

As an Account & Tax Executive in Shah & Doshi Chartered Accountants (Aug 2021- Apr 2022)

As an Assistant Manager of Accounts in GA Steels (June 23- Feb 25)

Synopsis of Work performed:

INCOME TAX

- ✓ Tax Planning and Computation of Income Tax of Companies, Partnership Firms and Individuals.
- ✓ E-Filing of Returns of companies, Partnership Firms and Individuals.
- ✓ Assisted in filing and processing Income Tax Refund claims.

AUDIT AND ASSURANCE

- ✓ Preparation of Tax Audit Reports of various assessee.
- ✓ Analysis of Draft Financial Statements including notes to accounts.
- ✓ Preparation and Finalization of Financial Statements.
- ✓ Conducted Audit of various corporate and non-corporate assesses.

INDIRECT TAX

- ✓ Proficient in preparation of various summaries such as sales, purchase etc.
- ✓ Periodic GST Return filings and related compliances.
- ✓ Consultancy services to clients on GST.

OTHER AREAS

- ✓ Book keeping for certain small sized enterprises on Tally.
- ✓ Assisted in evaluating direct tax implications and laws to various persons.
- ✓ Reconciliation of Bank Accounts, Party Ledgers, Branch Accounts/Inter Company Accounts.

LANGUAGES KNOWN

English ● ● ● ● ●
Hindi ● ● ● ● ●
Gujarati ● ● ● ● ●
Marathi ● ● ● ● ○

ACADEMIC QUALIFICATIONS

✓ CHARTERED ACCOUNTANCY:

CA Final

Group I May 2025

Group II December 2021

CA IPCC

Group I Nov 2017

Group II May 2019

✓ B.COM (2015): 74%

S.K.Somaiya College of Arts & Commerce
(Mumbai University)

✓ XII (2012): 72.33%

K.J.Somaiya College of Arts & Commerce
(Maharashtra Board)

✓ X (2010): 87%

K.B.Vira High School (Maharashtra Board)

COMPUTER KNOWLEDGE

- ✓ Completed mandatory ICAI Training.
- ✓ Proficient in Basic use of computer.
- ✓ Well versed with Ms-Excel, Ms-Word & Power Point.
- ✓ Exposure to ERP Packages: Tally ERP, I-Tax.

INTERPERSONAL SKILLS

- ✓ Ability to perform with composure to meet deadlines.
- ✓ Readiness to learn and being adaptable.
- ✓ To execute work with perfection and creativity.
- ✓ Easily get along with people and Team player.

PERSONAL INFORMATION

DATE OF BIRTH: 7th January,1995.

ADDRESS: 21D, B Wing, Solitaire, Cosmos Jewels,
Near Dmart, Kavesar
Thane West - 400615