

# NIRAJ KOTWANI

## CHARTERED ACCOUNTANT

### CONTACT

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### ACHIEVEMENTS

- Secured 1<sup>st</sup> Rank in HSC in the college merit list.
- Actively participated in 1<sup>st</sup> ever Students' National Conference organized by WICASA Akola as a volunteer and part of the team.
- Participated in various Competitive exams like NTS, MTS, National Science / Math Olympiads from standard VIII to X, with securing 2<sup>nd</sup> position in Class VIII.

### TECHNICAL SKILLS

- Completed 90 hours each of training in field of Advanced Information Technology and Management and Communication Skills.
- Completed certified course of Financial Accounting Program (Tally-ERP 9).
- Proficiency in using of MS-Office modules (Excel, Word, PowerPoint), Tally (ERP-9 & Prime) & Marg, Bayaskar Software (GST & Income Tax)

### STRENGTHS

- Enthusiastic, sincere, team player optimistic, trust worthy
- Adaptability and flexibility
- Willing to learn new things

### HOBBIES

- Basketball
- Cricket
- Listening Music

### PERSONAL INFO

- Date of Birth: 24/12/2000
- Languages: English, Hindi

### CAREER OBJECTIVE

To give my level best to the organization I work with, in order to boost my experience high and learn all the aspects of job and professional skills in an organization and to accomplish all the objectives of the organization.

### EDUCATION

- CA Final  
First Group - 172/300 (May, 2025)  
Second Group - 180/300 (May, 2024)
- CA Intermediate  
First Group - 269/400 (November, 2020)  
Second Group - 216/400 (December, 2021)
- CA CPT  
CPT - 147/200 (June, 2019)
- B.COM (2022)
- HSC - 93.08% (March, 2019)
- SSC - 87.40% (March, 2017)

### WORK EXPERIENCE

Articleship Training at:

- Manish Chandnani and Associates, Akola -  
(April 2021 - April 2024)  
(Formally known as S.S. Lohiya and Associates)

Post-Articleship Experience at:

- Chandnani Enterprises Private Limited, Akola  
(June 2024 - June 2025)

### Audit & Assurance

- Conducted Statutory audit for a diverse sector of clients.
- Performed GST audit of various clients.
- Worked on Income tax audits of Private Limited Companies, Partnership Firms, Proprietary Concerns, Multi-specialty Hospitals, Trusts, Schools and Educational Institutions.
- Assisted in Statutory audit of Nationalized and Co-operative banks.
- Stock audit of an Insecticides manufacturing company.

### Direct Taxation

- Preparation of Final accounts, Income tax computation, Tax audit report and filing tax returns of Individuals, Proprietary Concern, Partnership Firms, Private Limited Company, Trust, etc.

### Indirect Taxation

- GST Returns (Regular, QRMP, Composition)
- Reconciliation of GSTR-2A /2B for ITC availment.
- Filing annual return GSTR-9/9C and GSTR-04.
- GST Registration and Cancellation of registration forms.
- Applications for GST Refund under Inverted Tax Structure.

### Subsidy Consultation & Finance

- Assisted in filing Subsidy claims of wide spectrum of clients under Package Scheme of Incentives, 2019 for subsidy of SGST, Interest and Power tariff, also assisted in applying PMEGP, CMEGP schemes.
- Application of Eligibility Certificate of Incentives.
- Prepared rudimentary Project Reports.

### Other Ancillary Works

- Preparation and filing of various forms with ROC through MCA portal (DIR-3, ADT-1, AOC-4, MGT-7)