

VISHAL DARJI (QUALIFIED CA)

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DOB : 06/08/1999

PROFESSIONAL EXPERIENCE

ALTQUAD LLP REAL ESTATE COMPANY (CLIENT PLACE)

May 2025 - Present

Associate

- Managed the preparation and filing of GSTR-1 and GSTR-3B returns for 12 distinct entities.
- Conducted detailed reconciliations of financial records against GSTR-2B.
- Oversaw Accounts Payable processes, specializing in transactions for clients.
- Developed and documented a standard operating procedure by creating a user manual for GST return filing.
- Maintained and managed expense and Accounts Payable records in Tally Prime, generating Excel-based ledger reports and MIS for cash inflows as required.

HIREN RADADIA & CO (DAHISAR EAST)

March 2024 - June 2024

Accounts & Tax Assistant

- Managed the preparation and filing of GSTR-1 and GSTR-3B returns.
- Handled client accounting functions using Tally Prime.
- Prepared and filed Income Tax Returns and performed other direct tax-related work.
- Developed financial statements for individual clients using MS Excel

M A SHAH & CO (CHURCHGATE)

June 2019 - July 2022

Article Assistant

- Executed statutory audits for companies, preparing Audit Reports, Financial Statements, and CARO reports.
- Managed Tax Audits under Section 44AB, preparing forms 3CA, 3CB, and 3CD using specialized software.
- Knowledge of Transfer Pricing Rules and method (Cost plus, CUP) and uploaded Form 3CEB through IT portal. Handled direct tax compliance, including the filing of Income Tax Returns (ITR 1, 2, 3, 6, 7) for a diverse client base, including HNIs.
- Managed tax appeal processes, including drafting Grounds of Appeal and preparing official replies to assessment orders.
- Performed GST compliance duties, including the preparation of GSTR-1 and GSTR-3B workings and filing returns via Compugst software.
- Maintained books of accounts for Trusts using Tally ERP and generated UDIN for certification and audit reports.
- Gained experience in the corporate banking sector through involvement with the Corporate Service Desk, utilizing Finacle software.

EDUCATION

ICAI

May 2025

CA Final Group 1

Grades - **180/300 (60%)**

ICAI

May 2024

CA Final Group 2

Grades - **169/300 (56.33%)**

ICAI

July 2024

SPOM Law

Grades - **80/100**

ICAI

July 2024

SPOM SCPM

Grades - **62/100**

MUMBAI UNIVERSITY

Oct 2020

T. Y. B. COM

Grades - **82%**

SKILLS

MS excel, MS word, Tally Prime, Compuoffice, Clear tax, Winman Tax, Finacle, ChatGPT, SWAN,

ACHIEVEMENTS

Received Certificate of Appreciation from Altquad LLP, Secured good marks in FR 74/100, AFM 63/100 and SPOM law 80/100