

# NIRAJ PRADHAN

Chartered Accountant, M. Com



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## PROFESSIONAL AND ACADEMIC QUALIFICATIONS

Qualification	Institute	Year	Score
Chartered Accountant <sup>1</sup>	Institute of Chartered Accountant of India	Nov-22	1 <sup>st</sup> Attempt
State Eligibility Test for Assistant Professor	Savitribai Phule Pune University	2019	1 <sup>st</sup> Attempt
Master of Commerce	Ghanshyamdas Saraf College	2019	7.75 CGPA
Bachelor of Commerce	JES College of Commerce	2017	4.63 CGPA
Class XII	Alpha Jr. College of Commerce	2014	67.54%
Class X	Guru Nanak High School	2012	62.73%

<sup>1</sup>Exemption in subjects (Financial Reporting and Economic Law in CA Final) (Advance Accounting and Costing & FM in CA-IPCC).

## PRADHAN AND ASSOCIATES (Business Owner)

### Independently Managing Compliance of Clients (Mumbai: Sept 2023 – Till Now)

- Filing GST Returns and perform reconciliation with GSTR 2B to ensure correct availment of ITC.
- Handle Various Notice of entity Related to GST ITC, Refund, Cancellation and Registration.
- Filing of Income Tax Return for Individual, Trust, Firm and Companies and Compliance of TDS, Advance Tax, etc.
- Drafting Replies to CIT against notices issued by Income Tax Department Such as Section 147.
- Ensuring timely completion of Books of Accounts and Finalization of Books of Accounts.
- Obtain various Registration of Business such as GST, IEC, PTEC/PTRC, FSSAI, MSME, GeMs, etc.
- Represent before Commissioner of Income Tax & GST for Notices issued by Department.
- Provide Advice to Client for Investment, Business, Income Tax Planning and many more...

## AHIR GROUP (Finance Head)

### Compliance of 15+ Entity & 5+ Individual (Worli, Mumbai: Mar 2023 – Aug 2023)

- Drafting replies against notices issued by Income Tax Officers under various sections of The Income Tax Act, Computation of Provision for Tax, MAT implications under section 115JB of the Income Tax Act.
- Assist a Team of 25+ Employees in Compliance of GST, Income Tax, TDS, Charity Commissioner (Trust), Accounting, etc.
- Advice on Investment Planning, Business Strategy, Cost Saving, Tax Planning, etc.
- Successfully Handle the Event of Movie Trailer Release, Promotion of Government Schemes for Citizens.
- Negotiated with Manager of Bank, AMC for Return on Investment, Interest Rate of Loans, etc.

## BALAJI ASSOCIATES (Account Manager)

### Manage 1000+ Income Tax Clients & 250+ GST Clients (Goregaon, Mumbai: Oct 2020 – Sept 2022)

- Filing of Income Tax Return of 1000+ Client Including Trust, Companies, Firm, HUF, and Individual.
- Computation of Income of Corporate and Non-corporate Assesses and Advising on Tax Implications of various transactions, Preparation of 15CA/CB Certificate, Computation and Payment of TDS, Self- Assessed Tax, Advance Tax.
- Represented clients in assessment proceedings before various Income Tax Authorities.
- Computation and preparation of Application for GST Refunds (Inverted Duty Structure, Excess Balance in Cash Ledger), Client Representation before various GST Authorities. Guiding team members in timely completion GST Compliance.
- Filing GST Returns of various corporate/non-corporate entities. Preparation, Filing and Rectification of TDS Returns.
- Providing Consultancy Service to Clients on matter of Income Tax, GST, Investment, Compliance, etc.
- Represent before Commissioner of Income Tax & GST for Notices issued by Department.

## MALKANI AND ASSOCIATES (Internship)

### Manage 450+ Income Tax Clients & 50+ GST Clients (Jogeshwari, Mumbai: Apr 2017 – Sept 2020)

- Preparation of Books of Accounts & its Finalization.
- Preparing & Filing of Income Tax Return, Tax Audit Report, 15CA/CB/CD, and TDS Return.
- Preparing Working and Filing of VAT & GST Returns.
- Ensuring Timely Completion of Audit of Charity Commissioner (Trust), Housing Society and Submission of Report to Department.
- Obtain various Registration of Business such as GST, IEC, PTEC/PTRC, FSSAI, MSME, etc.
- Incorporation of Private Limited Companies, Firm, HUF and Trust.
- Independently Handle Stock Audit and Bank Concurrent Audit.
- Represent before Commissioner of Income Tax & GST for Notices issued by Department.

**Software's used:**

- MS Office Suite, Winman (Income Tax), Tally ERP 9(Accounting), Tax Power (GST).

**EXTRA CURRICULAR ACTIVITIES & ACCOMPLISHMENTS****▢ Seminar & Program's :**

- ✦ GST Course Conducted by Federation of Indian Professionals (June 2025).
- ✦ Advance Excel Computer Course (2014).
- ✦ Tally ERP 9 Course (2014).
- ✦ MS-CIT (2012).

**▢ Professor & Mentor:**

- ✦ Provided Private Tuition to IB/IGCSE/ICSE Board for Subject like Account, Business Studies, Economics, etc.
- ✦ Work as a Professor in Various Coaching Institution for B.com, M.com, CA/CS/CMA Students.
- ✦ Helped Many Students of CA/CS/CMA/MBA as a Mentor to Achieve their Goal.

**▢ Social Worker:**

- ✦ Helped Many People in Availing Government Scheme which is Available FOC or at Nominal Value.
- ✦ Arrange water during summer for Birds and Animals.

**PERSONAL SKILLS AND DETAILS**

- **Hobbies:** Playing Carrom (Win 1<sup>st</sup> Price – Inter College Competition), Listing Music, and Watching Movie and Visiting place to Explore Nature.
- **Languages:** English, Marathi, Hindi.