

# RUTVA KHER

## Chartered Accountant

Seeking a new opportunity that stimulates my professional and intellectual abilities, and secure a position in a reputable organization where I can effectively contribute my skills and knowledge to drive both professional development and organizational success.

### WORK EXPERIENCE

#### Articled Assistant

##### G M C A & CO., Ahmedabad

(September 2021 – September 2024)

#### Audit and Assurance

- Executed **statutory and interim audits** for listed and unlisted entities across multiple sectors, ensuring compliance with **Companies Act, 2013**, **SEBI (LODR) Regulations**, **CARO-2020**, and applicable **Accounting Standards (AS/Ind AS)**.
- Finalized **standalone and consolidated financial statements** including cash flow statement as per **Schedule III** (Divisions I & II), and drafted audit deliverables such as **Limited Review Reports and comprehensive statutory audit reports**.
- Conducted **Tax Audits** under Income Tax Act, ensuring accurate analysis of financial records and compliance with statutory provisions.
- Executed **Concurrent Audits** for Banks.
- Managed Quarterly **Fees Audits** for School in Ahmedabad as per management requirement.

#### Indirect Taxation

- Filed **GSTR-9 and GSTR-9C** with complete Input Tax reconciliations, ensuring full compliance with GST laws and statutory deadlines.
- Drafted **responses to GST assessment notices** with supporting documentation, addressing departmental queries promptly and accurately.
- Ensured robust **compliance with GST provisions** by conducting detailed **Input Tax Credit (ITC) reconciliations** and verifying the accuracy of **GSTR-3B** and **GSTR-1**, resulting in **correct ITC claims and utilization**.
- Computed eligible **GST ITC refunds** and assisted in preparing and submitting refund applications.

#### Direct Taxation

- Prepared **Income Tax Computations** & Filed **Income Tax Return** of various assesses, including Private and Listed Companies, Firms, Individuals etc.
- Systematically filed **TDS and TCS returns** in compliance with the Income Tax Act.

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Ahmedabad, Gujarat

#### Other Key Assignments

- Conducted thorough **Tender Verifications** for government hospitals ensuring proper compliance.
- Managed daily **Financial Transactions** including payables and receivables.

### PROFESSIONAL QUALIFICATION

Examination	Institute	Month-Year	Result
CA Final (Grp-1)	ICAI	May-25	58.33%
CA Final (Grp-2)	ICAI	May-24	50.00%
CA Inter (Grp-2)	ICAI	Dec-21	50.00%
CA Inter (Grp-1)	ICAI	July-21	59.50%
CA Foundation	ICAI	Nov-19	66.75%

### EDUCATIONAL QUALIFICATIONS

Examination	Institute	Year	Result
B.Com	Gujarat University	2022	67.21%
H.S.C	Gujarat Board	2019	85.60%
S.S.C	Gujarat Board	2017	88.33%

### TECHNICAL AND INTERPERSONAL SKILLS

- Well versed with **Software** namely : Tally, Clear Tax, Genius and KDK.
- Proficient in **MS-Office Tools**: Excel, Word, PowerPoint.
- Excellent **Analytical** and **Problem-Solving** abilities.
- Effective **Communication** skills in interacting with clients & team members.
- Efficient at managing tasks and **Maintaining Productivity** under pressure.
- Successfully completed **Advanced Information Technology** and **Management and Communication Skill** trainings conducted by **ICAI**.

### LANGUAGES

- English
- Hindi
- Gujarati