

CA. ADITI SANDIP BOTHE

 7738161912

 aditibothe16@gmail.com

 Nerul, Navi Mumbai

PROFESSIONAL SUMMARY

Qualified Chartered Accountant (May 2025) with extensive hands-on experience in **Direct Taxation, Statutory Audits, Internal Audits, and Financial Reporting**. Proven ability to manage end-to-end tax processes including **tax planning, compliance, return preparation, assessment handling, and finalization of accounts**. Adept at advising management on tax implications and ensuring strict compliance with the Income Tax Act and evolving tax regulations. Experience spans multiple industries including Real Estate, Manufacturing, Export, and Logistics.

EDUCATION

Course	Year	Institution	Marks (%)
CA Final	May 2023 & May 2025	The Institute of Chartered Accountants of India	50.68%
CA Intermediate	May 2018 & Nov 2019	The Institute of Chartered Accountants of India	50.50%
CA CPT	Dec 2013	The Institute of Chartered Accountants of India	56.00%
M.Com	2016 – 2018	University of Mumbai	68.75%
B.Com	2013 – 2016	SIES College, Nerul	65.71%
HSC – Class XII	March 2013	SIES College, Nerul	70.67%
SSC – Class X	March 2011	St. Xavier's High School, Nerul	87.82%

WORK EXPERIENCE

Direct Tax Executive

Darshan Bheda & Associates, Vadala, Mumbai

Dec 2023 – Present

Key Contributions:

 **Tax Planning & Advisory**

- Provided strategic tax planning support for clients to optimize tax liabilities.

- Monitored changes in tax laws and ensured timely implementation of necessary changes in tax practices.

Tax Compliance & Return Filing

- Independently managed **Direct Tax compliance** for companies, firms, HUFs, and individuals.
- Filed **accurate and timely ITRs**, ensuring adherence to statutory deadlines under the Income Tax Act, 1961.
- Managed **TDS compliance, advance tax calculations, and 26AS reconciliations**.

Assessment Handling & Representation

- Drafted replies to assessment notices.
- Prepared rectification applications, and supported refund claims.
- Liaised with tax authorities and represented clients during scrutiny and assessment proceedings.

Audit & Financial Reporting

- Conducted **statutory and internal audits**, ensuring compliance with auditing standards and regulatory norms.
- Led audit teams and managed planning, execution, and reporting.
- Finalized accounts including **Balance Sheets, P&L, and Cash Flow Statements** as per Schedule III.

Article Assistant

Shiv Pawan & Company, Vashi, Navi Mumbai

Jul 2019 – Sept 2021

RCS & Associates, Belapur, Navi Mumbai

Jul 2018 – Jun 2019

Key Responsibilities:

- Prepared and filed **ITRs** for various entities including individuals and corporates.
- Complied with **TDS provisions** under Sections 194C, 194J, and 192.
- Prepared **Tax Audit Reports** in Forms 3CA/3CB & 3CD.
- Conducted **Statutory Audits**, ledger scrutiny, voucher verification, and reconciliations.
- Assisted in finalizing financial statements and **ROC filings** (AOC-4, MGT-7).
- Conducted tax research to support litigation and compliance issues.

TECHNICAL SKILLS

- **Accounting Software:** Tally ERP 9, Tally Prime, Genius, Saral, Winnman
 - **Tax Platforms:** Income Tax Portal, Traces
 - **Tools:** MS Excel, MS Word
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CERTIFICATIONS & TRAINING

- **Advanced IT Training** – ICAI
 - **General Management & Communication Skills (GMCS)** – ICAI
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LANGUAGES

- English
 - Hindi
 - Marathi (*Native*)
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