

# VIJAY KAILAS SAWANT

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## CAREER OBJECTIVE

Dependable and organized professional seeking Chartered Accountant role, equipped with strong skills in taxation, auditing, and accounting. Proven ability to manage priorities effectively while supporting diverse industry needs. Commitment to team goals enhances organizational success.

## Article Assistant | A N Gawade and Co LLP | Pune | September 2021 – October 2024)

- Executed statutory audit of the District Central Co-operative Bank and its 59 branches, ensuring compliance with applicable laws and regulatory guidelines.
- Conducted concurrent audits of SME accounts for a nationalized bank.
- Performed income tax audits under Form 3CD and filed income tax returns (ITR 1–6) for individuals, firms, and companies.
- Conducted statutory audit of a multistate co-operative bank, maintaining adherence to RBI and industry standards.
- Filed GST returns including GSTR-1, GSTR-3B, GSTR-9, and facilitated GST registration for clients across diverse sectors.
- Assisted in statutory audits of a sugar factory in Dharashiv and a manufacturing company in Pune.
- Conducted GST audits under Form GSTR-9C, ensuring accurate reconciliation and disclosure.
- Handled and responded to GST notices.
- Prepared TDS returns (Form 24Q, 26Q, 27Q) and ensured proper deduction, payment, and compliance.
- Filed GST TDS returns on behalf of Pune Municipal Corporation.
- Executed comprehensive audit procedures, including vouching, ledger scrutiny, compliance verification, and preparation of working papers.
- Executed internal audit for a Training and Administrative Institute in Pune, contributing to enhanced operational efficiency and internal control effectiveness.

## PROFESSIONAL AND ACADEMIC CREDENTIALS

Course	Year	Institution	Marks/ Percentage	Remark
CA Final	May 2025	ICAI	321/600	Exemption in FR and AFM
CA Inter	July 2021/ Nov 2021	ICAI	413/800	Exemption in Acco. and FM-ECO
CA CPT	Dec 2018	ICAI	128/200	Cleared in first attempt
B.com	2021	SPPU	75.15%	Passed with First Class
HSC	2018	Maharashtra State Board	75.14%	Scored 87 in OCM
SSC	2016	Maharashtra State Board	93.80%	99 & 98 in Maths and Science

## KEY TRAITS

- Time and Workload Management
- Self-motivated and Highly Energetic
- Teamwork and Multitasking Ability

## TECHNICAL AND FINANCIAL SKILLS

- Microsoft Office (Excel, Word, PowerPoint)
- Power BI, Outlook, Microsoft Teams
- Tally ERP, Winman ERP, Cleartax

## PERSONAL INTERESTS

- Playing Cricket
- High-altitude trekking
- Travelling

## Language Proficiency – Marathi, Hindi, English