



# Maitri Shah

## Chartered Accountant

### Education Qualification

Examination	School / College	Month-Year	Marks / Grades
CA FINAL Group1	ICAI	May-25	180/300
CA FINAL Group2		May-23	230/400
Post Graduation (M.Com)	Mumbai University	May21	Grade: A+
Graduation (B.Com)	Mumbai University	Apr-19	Grade: A+
CA IPCC Group 1	ICAI	May-18	230/400
CA IPCC Group 2		Nov-19	150/300
CA CPT	ICAI	June-16	108/200
H.S.C.	Maharashtra State Board	Mar-16	89%
S.S.C.	Maharashtra State Board	Mar-14	87%

### Professional Summary

Detail-oriented professional with expertise in accounting, auditing, and taxation through previous experience. Highly motivated to leverage analytical skills, regulatory knowledge, and a commitment to accuracy in corporate finance, banking, and investment roles. Quick learner with a strong work ethic, eager to adapt and grow in the finance domain.

### Techical Skills

- MS Word, MS Excel, MS Presentation,
- Tally & Tally prime, Flexi, Quickbooks, Zohobooks
- Winman, Computax and Specta

### Hobbies

- Mehandi Artist
- Accupressure
- Listening Music, TV Shows
- Carrom, Cards, and Badminton
- Social & Charitable Activities
- Travelling to Religious Places
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### Contact Details

+91-9372815574

[www.Linkedin.com/in/maitri-shah-149469153](https://www.linkedin.com/in/maitri-shah-149469153)

[maitri.shah1318@gmail.com](mailto:maitri.shah1318@gmail.com)

Mulund west, Mumbai-80

### Professional Experience

#### *UBG and Company*

*(July'22 – Dec'24)*

(Leading Mid-Sized CA Firm in Vidhyavihar, with a branch office in Gujarat)

- Collaborated in conducting **internal audits** of various entities, including **companies listed on a recognised stock exchange**.
- Performed comprehensive audits and prepared monthly **MIS reports**, providing actionable insights to management and supporting informed business decisions.
- Prepared **consolidated financial statements** in accordance with Schedule III of the Companies Act, 2013, and successfully finalised accounts for diverse entities.
- Simultaneously led a team of 10 members while personally overseeing multiple **tax compliance** tasks such as filing income tax returns, tax audits, and TDS returns, demonstrating strong leadership and technical expertise to ensure accuracy and timely compliance.
- Prepared and filed **GST annual returns** (GSTR-9 and GSTR-9C) and executed detailed GST audits with precision. Crafted effective responses to **GST notices** and successfully filed GST appeals, demonstrating expertise in dispute resolution.
- Prepared **fund accounts** and other regulatory reports for high-profile individuals such as independent directors.

#### *CA Ashish Kamdar and Company*

*(Nov'18 – Feb'22)*

(Mid-Sized CA Firm, Mulund)

- Prepared **accounts** for individuals and a private company with a turnover of ₹100–150 crores.
- Collaborated with another firm to conduct a **branch audit** of a finance company.
- Successfully filed the **VAT audit** report for the client during the transition period.
- Prepared and submitted comprehensive income tax returns, including for **charitable trusts**, ensuring accuracy and compliance.
- Conducted comprehensive **tax audits** for private limited companies, partnership firms, and individuals.