

CA GAURAV MALVIYA

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PROFESSIONAL AND ACADEMIC EDUCATION

LEVEL	YEAR	INSTITUTION	MARKS	REMARKS
CA FINAL	May-2025	The Institute of Chartered Accountant of India (ICAI)	339/600 (56.50%)	Secured Exemption in 3 out of 6 Subjects.
CA INTERMEDIATE	Nov-2022		462/800 (57.75%)	78 Marks in Advance Accounts & Secured Exemption in 5 out of 8 Subjects, including Audit, EIS-SM, Law.
CA FOUNDATION	Nov-2019		229/400 (56.25%)	73 Marks in Accounting and cleared in First Attempt
B.COM. (Hons.) Accounting	2022	Jai Narain Vyas University, Jodhpur	785/1200 (65.42%)	Secured First division.
Class XII – RBSE	2019	Adarsh Vidhya Mandir SR Sec School, KNN, Jodhpur	444/500 (88.80%)	School Topper in Commerce Stream, scored 91 marks in Business Studies, 87 marks in Accountancy and got distinction in all Subjects.
Class X - RBSE	2017		424/600 (70.67%)	Distinction in 2 subjects.

WORK EXPERIENCE

Article Assistant - Jasmatiya & Co., Jodhpur (Rajasthan)

Sept 2021 – Sept 2024

(Leading CA Firm having 25 years of experience and servicing 1300+ clients.)

TAXATION:

- Prepared and filed **Income Tax Returns** of **over 350 clients** for a diverse client base with Total Income up to ₹10 crores.
- Managed comprehensive **TDS compliance** for around **50 clients across various industries**, including **return filing** (Forms 24Q, 26Q, 27Q, 27EQ), **TDS Correction statement filing**, payment processing, and certificate generation, ensuring adherence to all statutory requirements.
- Prepared & Filed **GST Monthly, Quarterly & Annual Return** on regular basis for around 50 clients having annual turnover ranging from ₹50 Lacs to ₹5 crores.
- Assisted partners of the firm for income tax assessment proceedings u/s 143(3) and 148.
- Prepared & Filed **GST Refund Applications for Inverted Duty Structure for Textile Business** clients.

AUDIT & ASSURANCE:

- Conducted **Tax Audit** of **over 50 clients** consisting of individual, firms, companies and NPO with turnover up to ₹100 crores.
- Conducted **Statutory Audit** of various Corporate and Non-Corporate Entities.
- Prepared **Audited Financial Statements** as per **AS & Schedule III** for various clients.
- Conducted **Statutory Audit**, prepared and filed the Audit report and LFAR of **Canara Bank**.
- Led the **Concurrent Audit** of **AU Small Finance Bank** and **Punjab National Bank**.

Miscellaneous:

- Drafted various **deeds and documents** e.g., Partnership Deeds, Gifts Deeds, Joint Venture Agreements, Memorandum of Understanding, Power of Attorney & other agreements.
- Formulated business strategies** for new business projects.
- Prepared **Projected Financial Statements** for bank finance.
- Conducted detailed **Data Analysis** and **reconciled** account balances for financial accuracy.

EXTRA- CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Awarded with a **Medal and Certificate** (My City Topper) for securing 88.80% in 12th Class Board examination by “RED FM Jodhpur, Rajasthan”.
- Awarded a **Certificate and Award** by the School for securing **2nd Position** in 11th grade.
- Participated in **Various cultural events** of school and performed on stage.
- Secured 1st Position for **Excellence in English Reading** at School level.

ADDITIONAL SKILLS

- Proficient in **MS Office (Excel, Word, PowerPoint)**, **Tally, Genius, Speqta GST**.
- Certifications & Training:** Completed **180 hours of Advanced ITT and MCS** in accordance with the requirements of “The Institute of Chartered Accountants of India”, **Tally Certification Course**.