

Subject: Application for the Position of Chartered Accountant.

Dear Sir/Madam,




I am writing to express my keen interest in the Chartered Accountant position at your esteemed organization. As a recently qualified Chartered Accountant (May 2025) with over 5 years of cumulative experience (including articleship) in Taxation, Audit, and Financial Reporting, I bring both the technical competence and hands-on exposure required to contribute effectively to your finance team.

I am particularly impressed with your company's reputation in the financial services sector and would welcome the opportunity to contribute to its growth. I have attached my resume for your kind consideration.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and passion align with your organizational goals.

Warm regards,
Akshay K Jagadale

AKSHAY K JAGADALE
CHARTERED ACCOUNTANT (May-2025)
TAX ASSOCIATE | DIRECT TAX

 +91-9152861135 |  akshayjagdale999@gmail.com |  Dombivli, Maharashtra

Professional Summary:

Detail-oriented and newly qualified Chartered Accountant with hands-on experience in Financial Reporting, Audit, and Taxation (both Direct and Indirect). Demonstrated ability to manage end-to-end Income Tax Return filing, TDS compliance, and Tax Audits across various entity types. Known for accuracy, analytical thinking, and a structured approach to financial reporting and compliance. Actively seeking a growth-oriented role where my technical expertise, diligence, and problem-solving skills can contribute meaningfully to business operations and long-term objectives.

Work Experience:

BANSHI JAIN & ASSOCIATES

Tax Associate – Deputation at Konkan Railways Corporation Limited (May 2025 - Present)

- ✓ Verification and filing of TDS Returns
- ✓ Analyzing transaction from Direct Tax perspective
- ✓ Drafting & Filing response to notice issued by tax authorities

HASMUKH SHAH & CO LLP

Deputy Manager – Tax & Audit (May 2024-Aug 2024)

- ✓ Review the work carried out by juniors in the area of and financial statement.
- ✓ Performed books closing activity at year end by taking care of adequate provisions are made.
- ✓ Prepared Income Tax Return for Corporate and Non-Corporate.
- ✓ Conducted Tax Audit along with co-ordination with client for requirements & facilitated appropriate audit documentation.
- ✓ Facilitated TDS Return verification & filing.

RONAK SEJPAL & ASSOCIATES

Article Assistant (Sept 2019 - Apr 2022), Accounts & Audit Assistant (Jun 2022 - Feb 2024)

- ✓ Performed accounts writing, finalization of Books & reconciliation (Sales /Purchase/Bank)
- ✓ Performed books closing activities for the month end.
- ✓ Prepared CMA Report
- ✓ Conducted Tax Audit of Proprietorship, Partnership firm, Private Limited Company
- ✓ Conducted statutory audit for private companies
- ✓ Prepared and filed ITRs for Corporates and Non-Corporates.
- ✓ Timely Calculation & Payment of TDS and Quarterly Return Filing including 26QB
- ✓ Drafting of reply to Income Tax Authority and Represented clients before Tax Authorities
- ✓ Handled GST Returns, PTEC & PTRC returns
- ✓ Experienced in compliance related to annual filing for company, LLP, Directors KYC.

MARRK & ASSOCIATES

Article Assistant – (April 2019 - September 2019)

- ✓ Experienced in accounts writing and finalization of Books of Accounts
- ✓ Prepared and filed of Income Tax Return & Tax Audit Report

Key Achievements & Other Work Exp:

- ✓ Played key role in implementation of accounting system for clearing & forwarding agency.
- ✓ Collaborated with Delhi-based CA firm - Sandeepan Gupta & Co on freelance basis to assist in document due diligence for co-lending team of Piramal Capital & Housing Finance Ltd & Aadhar Housing Finance Ltd

Skills Technical:

- ✓ MS Excel | Tally ERP | Winnman | Spectrum | Tax Cloud
- ✓ Taxation | Financial Reporting | TDS | ITR Filing |
- ✓ Client Co-ordination | Analytical Thinking