

**Abhay Lalwala**

Cell : + 91 63539 61533  
e-Mail : abhaylalwala166@gmail.com

Date : 22.07.2025

To,  
The Hiring Manager

Sub. : Application for the position of "**Chartered Accountant**"

Sir,

Greetings to you.

Your company enjoys a reputation of being one of the fast growing organization. I anticipate that you will be looking for qualified Chartered Accountants who can take complete responsibilities in managing and administering the accounting systems.

I am attaching my Resume for your ready reference, record and perusal. I believe that my overall academic qualifications, skill sets and expertise align with the requirements that you have in mind.

I am confident of being a part of your set-up where I can successfully meet your goals. It would be my interest in joining your set-up in a personal meeting with you.

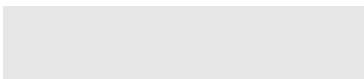
Thank you for taking time to review my resume.

I will look forward to receiving a call from you for a convenient date and time for a personal interview with you.

Sincerely yours,

**Abhay Lalwala**

Encl. : Resume



## Resume of Abhay Sanjaykumar Lalwala

[Chartered Accountant]

### Objective

To leverage my Chartered Accountancy qualification and 4.5 years of article experience in taxation, statutory audit and GST by joining an organization where I can apply Income tax, GST and Statutory audit knowledge gained during my articleship.

### Academic Background

Degree	Year	University / Institute
Final Examination	May-2025	The Institute of Chartered Accountants of India
Bachelor of Commerce	March-2024	Veer Narmad South Gujarat University
Intermediate Examination	May-2022	The Institute of Chartered Accountants of India
Foundation Examination	July-2021	The Institute of Chartered Accountants of India

### Experience

- Worked as an Article Assistant at Birju S. Shah & Associates, (Chartered Accountancy Firm) for the period from October 2020 to Present (4 ½ years)
  - Key responsibilities included:
    - Managed GST compliance for a portfolio of 80+ clients, ensuring timely filing of returns and minimizing penalties and interest exposure
    - Oversaw TDS/TCS compliance for individual clients and firms, ensuring adherence to statutory requirements
    - Filed various statutory returns, including Income Tax and GST, in compliance with regulatory deadlines
    - Prepared and filed Income Tax Returns for Individuals, HUFs, Firms and Companies
    - Conducted and handled Tax Audits and other Statutory Audits across various business entities
    - Assisted in the statutory audit of a listed company, gaining exposure to corporate audit procedures and regulatory frameworks
    - Prepared financial statements for Companies, Firms, Individuals, and HUFs in compliance with applicable accounting standards
    - Drafted various statutory certificates (e.g., Net Worth, Turnover, Bank-related) as per client and institutional requirements
    - Provided professional advisory services on Income Tax and GST, offering clients practical solutions and compliance strategies.

#### Contact :

Cell : + 91 63539 61533

#### e-Mail :

abhaylalwala166@gmail.com

#### LinkedIn :

@abhay lalwala

#### Date of Birth :

21 Oct, 2002

#### Marital Status :

Unmarried

#### Languages known :

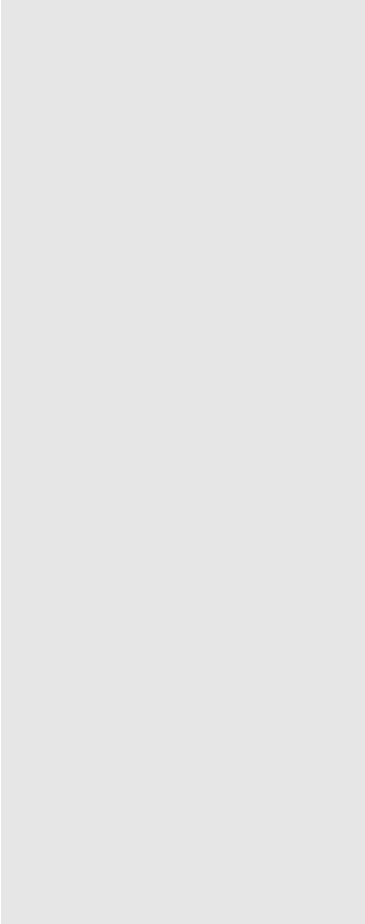
English  
Gujarati (Native)  
Hindi

#### Membership

Institute of Chartered Accountants of India

#### Membership No.

Awaited (Cleared in May '25)

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- Working as an Answer sheet Evaluator at Ravi Chhawchhari's Institute for the period from August 2022 to July 2024 and From June 2025 to present as a freelancer to assess students' performance and understanding, leveraging academic expertise to support student development and learning outcomes.

### **Computer Literacy**

- Underwent I.T. Training program and Management & Communication Skill (MCS) conducted by ICAI as a part of the Course curriculum to learn MS-Office Suite, Tally, Internal control and security systems.
- Proficiency at analysis and research using the e-Web.

### **Technical Skills**

- Accounting Tools: Tally, Tallyprime, MCS
- Productivity Tools: MS Excel, MS Word
- Compliance & Filing: Proficient in Income Tax, GST Return and TDS/TCS Return filing and related websites.

### **Interest and Hobbies**

- Reading literature, biographies, and contemporary tax case studies.

ABHAY SANJAYKUMAR LALWALA