

# Muskan Rajdeo

CHARTERED ACCOUNTANT

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<b>CAREER OBJECTIVE</b>		Chartered Accountant (First Attempt) seeking opportunities to leverage strong foundation in audit, taxation, compliance, and financial reporting, developed through 3 years of practical experience during articleship in a reputed mid-sized firm.		
<b>PROFESSIONAL &amp; EDUCATIONAL QUALIFICATIONS</b>				
Course/Examination	Institution	Year of Passing	Results	Remarks
CA Final (First Attempt)	ICAI	May 2025	320/600 (53.33%)	Secured Exemption in Advance Financial Management
CA Intermediate	ICAI	November 2021	454/800 (56.75%)	Scored 77 in Accounting, 75 in Law and 73 in Costing
CA Foundation	ICAI	November 2020	246/400 (61.5%)	Scored Exemption in 3 out of 4 subjects
Class XII	HSC	March 2020	94.31%	Scored 99 in Accounts and 93 in Mathematics
Class X	CBSE	March 2018	86.80%	Scored distinction in core subjects
<b>WORK EXPERIENCE</b>				
<b>Article Assistant – S G Gandhi &amp; Co</b>				<b>July'22 – July'25</b>
(Reputed CA Firm having vast experience in offering diverse services to over 300 clients since 1990)				
<b>Statutory Audit</b>	<ul style="list-style-type: none"><li>Audited <b>Real Estate Developers under PoCM</b>; reviewed <b>revenue recognition, cost to completion workings</b>, buyer agreements, ensuring compliance with <b>AS 7, RERA &amp; GST</b>.</li><li>Assisted in <b>Statutory Audit of Nationalized Banks, Co-op banks &amp; Concurrent Audit of Multi-state Scheduled Co-operative Bank</b>, focusing on <b>branch operations, NPA, credit, and discrepancies</b>.</li><li>Assisted in <b>Statutory Audit of an Insecticides Company under C&amp;AG Empanelment</b>.</li><li>Worked on Audits of <b>Private Limited Companies, Partnership Firms, Manufacturing and Trading Firm, Multi-specialty Hospitals, Hotels and Educational Institutions</b>; Scrutinized books of accounts, prepared depreciation schedules, performed ledger reviews, and ensured accurate financial disclosures under Schedule III.</li></ul>			
<b>Direct &amp; Indirect Taxation</b>	<ul style="list-style-type: none"><li>Preparation of <b>Final Accounts, Income Tax computation, Tax Audit reports and filing of returns</b> for Individuals, Proprietary concern, Partnership Firms, Companies, Trust, AOP, BOI, etc.</li><li><b>Performed GST Audits (GSTR 9 &amp; 9C)</b>, reconciliation of inward supplies with GSTR 2B and outward supplies with GSTR 3B.</li><li>Conducted <b>Annual TDS and TCS Reconciliation</b> between books and Form 26AS, 24Q/26Q/27Q/27EQ to ensure accurate reporting for Tax Audit.</li><li>Preparation and filing of <b>TDS and TCS Returns</b> (Form 26Q, 27Q, 27EQ, 24Q), <b>GST Returns</b> (GSTR 1 / IFF, GSTR 3B), <b>VAT</b> and <b>PTRC Returns</b>.</li></ul>			
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>Prepared <b>Estimated/Provisional Financials</b> for client planning and banking.</li><li>Drafted <b>Annual &amp; Directors' Reports</b>, filed <b>ROC forms</b> (AOC-4, MGT-7, DPT-3, ADT-1).</li><li>Prepared <b>Inventory valuation for bullion clients</b> (Gold &amp; Silver) using industry-specific costing.</li></ul>			
<b>CERTIFICATIONS, SKILLS AND PERSONAL PROFILE</b>				
<b>Certifications</b>	<ul style="list-style-type: none"><li>Successfully completed <b>Financial Modeling and Valuation</b> course from CA Monk, The Valuation School &amp; Udemy gaining hands-on knowledge in building dynamic financial models and performing valuation analysis.</li><li>Successfully completed '<b>Financial Analysis of Scenarios and Decisions</b>' by University of Illinois via Coursera.</li><li>Cleared all <b>three levels</b> of Chartered Accountancy in <b>First Attempt</b>.</li></ul>			
<b>Skill Set</b>	<ul style="list-style-type: none"><li><b>Technical Skills</b> : Proficient in MS Excel, MS PowerPoint and MS Word; experienced in Tally ERP 9 &amp; Prime for efficient accounting operations; foundational knowledge of Winman Software.</li><li><b>Key Competencies</b> : Multitasking capability, Attention to detail, Dedication to work, Willing to learn new things, Adaptability and Flexibility, Enthusiastic and Sincere</li></ul>			
<b>Personal Profile</b>	<ul style="list-style-type: none"><li>Date of Birth : April 23, 2002</li><li>Languages : English, Hindi &amp; Sindhi</li></ul>			