

## Professional Experience

### • **A S N A J and Associates** (Chartered Accountants)

- **Audit and Tax Assistant**  
(May 2022 – February 2025)  
(Duration: 2 Years & 9 Months)
- **Article Trainee**  
(April 2019 – March 2022)  
(Duration: 3 Years)
- **Accounts Executive**  
(June 2018 – March 2019)  
(Duration: 9 Months)

## Education

### • **Institute of Chartered Accountants of India**

- **CA Final**
  - Group 1 – May 2024
  - Group 2 – May 2025
- **CA Intermediate**
  - Group 1 – November 2019
  - Group 2 – November 2020
- **CPT - June 2016**

### • **M.Com (Part 1)** Mumbai University (June 2019)

### • **B. Com** Nagindas Khandwala College, Mumbai University (June 2015 – April 2018)

## Certifications & Trainings

- ICAI Orientation and ITT Training
- Advanced ITT and MCS

## Skills

- Tally ERP, MS Excel, and other accounting software
- Strong Analytical and Problem-Solving Skills
- Communication and Interpersonal Skills

## Personal Details

- Date of Birth: 28/07/1998
- Languages Known: English, Hindi, and Gujarati
- Nationality: Indian
- Availability: Immediate

## Career Objective

**Motivated and detail-oriented qualified Chartered Accountant** who has cleared CA Final in May 2025. Backed by extensive academic knowledge and more than six and half years of diverse job and articleship experience, seeking to contribute meaningfully to a dynamic organization in the field of audit and taxation. Possessing strong analytical, problem-solving skills, eager to leverage my expertise to drive financial excellence and compliance. Excited to be part of a forward-thinking team and contribute to the organization's success.

## Experience

### **A S N A J and Associates (Chartered Accountants)** **(June 2018-February 2025) (Duration: 6 Years & 6 Months)**

#### • **Statutory Audit**

- Statutory Audit, Certifications, Tax Audits, Review of Financial Statements of Corporates and Non-Corporate Clients in different sectors including Manufactures, Trading, Engineering and Consultancy Services.

#### • **Taxation**

- Responsible for the end-to-end preparation and filing of Income Tax Returns along with the Tax Audit for various companies, partnership firms, sole proprietorships and individuals ensuring compliance with the Income Tax Act, 1961.
- Prepared and facilitated the filing of Form 3CEB, ensuring compliance with relevant regulations.
- Preparation & Filing of Various TDS Returns.
- Projection for Advance Tax for various companies, partnership firms, sole proprietorships, and individuals.
- Preparing Statements for Income Tax Assessment.
- Handled Various Direct tax assignments relating to Advisory & Compliances, including tax payments & refunds of clients involved in different lines of businesses. Assisted in the resolution of Income tax demands.

#### • **Internal Audit**

- Conducted an internal audit for an Engineering and Construction company having turnover more than four hundred Crores, following the scope defined by management. Gained comprehensive insights into the clients' compliance, internal controls, and provided recommendations for improvements

#### • **GST**

- Ensuring compliance with GST laws, reconciled GST returns (GSTR-1, GSTR-3B), and verified Input Tax Credit (ITC) claims.
- Assisted in the preparation and filing of GST appeals, including drafting submissions, compiling supporting documentation, and liaising with clients and tax authorities for resolution of disputes.

#### • **Certification**

- Drafted and issued Net Worth, Turnover and Financial Position certificates for clients in various sectors for purposes such as tender submission, bank requirements, or government registrations, based on audited financial statements and books of accounts.
- Prepared project-related certifications certifying the collection, stage of completion, and status of projects for submission to government agencies or public sector entities or banks, ensuring adherence to statutory and procedural requirements, particularly for tender and compliance purposes.

#### • **Miscellaneous Areas**

- Preparation of Books of Accounts & Financial Statements as per Accounting Standards (AS) & Schedule III including cash flow statements for Corporate and Non-Corporate Entities.
- Prepared financial projections, analyzing future trends and estimating potential outcomes to support business planning and decision-making.