



AISHWARYA CHHAJED

CHARTERED ACCOUNTANT

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EDUCATION

Chartered Accountant

(May '25)

Institute of Chartered
Accountant of India

Final - 326/600 (1 Exemption)

Intermediate - 420/800 (1 Exemption)

Foundation - 289/400 (All Exemption)

Bachelor of Commerce

(May '24)

Savitribai Phule Pune University

CGPA -

Maharashtra State Board

HSC (May '20) - 89.00%

SSC (May '18) - 92.80%

CERTIFICATION

- ICITSS - Orientation Course
- ICITSS - Information Technology
- AICITSS - Advanced MCS Course
- AICITSS - Advanced Information Technology

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Critical Thinking

WORK EXPERIENCE

Article Assistant

2022-2025

HKK & Co.

Leading firm in Internal Audit and Direct & Indirect Taxation , serving clients with revenues ranging from INR 5~400 Cr

Audit & Assurance

- Performed detailed **verification** and scrutiny of **balance sheet items** such as fixed assets, investments, debtors, cash, and bank balances, along with **profit and loss items** including sales, purchases, and expenses.
- Led and executed comprehensive audit procedures for tax compliance.
- Supervised a team of 5 on statutory audit assignments across software, manufacturing, and trading sectors, effectively managing timelines, delegating tasks, and reviewing team performance.

Indirect Taxation

- Managed timely preparation and filing of GST returns, including GSTR-1, GSTR-3B & GSTR-9, ensuring compliance with regulatory deadlines.
- Conducted GST audits for various entities, including private limited companies, partnerships, with turnovers ranging from INR 5 cr ~ 35 cr.
- Handled all aspects of GST Refund Claims for inverted duty structures including preparation of necessary forms and communication with tax authorities. Provided guidance to clients on GST compliance requirements, including taxability of goods and services, reverse charge, and exemptions.

Direct Taxation

- Drafted and submitted income tax appeals under the Faceless Assessment Scheme by analyzing relevant case laws, statutes, and client documentation for 15-20 clients across various industries.
- Prepared and filed income tax returns for over 100 clients, including individuals, firms, and corporates, with a strong focus on compliance and minimizing tax exposure.
- Assisted in handling income tax assessments for over 35-40 clients , ensuring proper documentation and representation before tax authorities.

Other

- Prepared RERA Form 3 (Chartered Accountant's Certificate for withdrawal of funds) and Form 5 (Annual Statement of Accounts) for 4 real estate projects, ensuring compliance with RERA regulations and financial reporting standards.
- Assisted in the preparation of a pitch deck for a client in the wine industry, involving industry analysis, financial projections, and business strategy presentation for investor outreach.