

# CA Akanksha Santosh Shivalkar

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## CAREER OBJECTIVE

A highly motivated and detail-oriented Chartered Accountant fresher seeking a challenging role in finance, Taxation, or audit where I can apply my academic knowledge, analytical skills and commitment to continuous learning to contribute to the organisation's growth and enhance my professional development.

## PROFESSIONAL AND ACADEMIC CREDENTIALS

COURSE	YEAR	INSTITUTION	MARKS	REMARKS
CA Final	May 2025	The Institute Of Chartered Accountants of India	317/600 (52.83 %)	Exemption in 2 subject
CA Intermediate	July 2021		460/800 (57.50 %)	Exemption in 3 subjects
CA Foundation	Nov 2019		290/400 (72.50 %)	Passed with Distinction
Bachelor of Commerce (B.Com)	2019-2022	University of Mumbai. The Institute of Distance and Open Learning (IDOL)	520/700 (74.29 %)	Passed with First class
HSC – Class XII	Feb 2019	Abhyankar Kulkarni Junior College, Ratnagiri	597/650 (91.85 %)	90+ Marks in 5 subjects (Highest 99 Marks in Maths & 96 Marks in Accountancy)
SSC – Class X	Mar 2017	Smt. Radhabai Gopal Jagushte High School, Ratnagiri	477/500 (95.40 %)	90+ Marks in 5 subjects

## WORK EXPERIENCE

### Anthony Rajshekhar and Co., Ratnagiri – Articled Assistant

(Oct 2021 – Sept 2024)

(Most renowned CA Firm in Ratnagiri having over 25 years of experience with 3 partners servicing 250+ clientele)

Indirect Taxation	<ul style="list-style-type: none"> <li>➤ Managed and filed <b>GST Returns (GSTR -1 and GSTR – 3B)</b> successfully of Regular taxpayer over 30+ on a monthly basis ensuring timely compliance with GST regulations</li> <li>➤ Improved GST filing precision by meticulously aligning GSTR-2A with purchase records, ensuring accurate tax compliance.</li> <li>➤ Successfully prepared and filed 10+ <b>GST returns (CMP-08 and GSTR-4)</b> of composition taxpayer on quarterly and annual basis</li> <li>➤ Executed <b>GST Audit (GSTR-9C)</b> and prepared <b>Annual Returns (GSTR-9)</b> for various clients.</li> <li>➤ Assisted in drafting a reply to show <b>Cause Notices (SCN), Demand notices</b> issued under section 73.</li> <li>➤ Interpreted <b>circulars and Notifications</b>, made summaries &amp; communicated to staff members and interns on a timely basis</li> <li>➤ Managed <b>GST registration, amendments and cancellation</b> ensuring accurate and timely submissions to tax authorities.</li> <li>➤ Achieved a 97% + success rate in securing GST refunds for client by accurately preparing and submitting refund applications.</li> <li>➤ Mentored and trained junior interns, improving their understanding of GST compliance &amp; regulations.</li> </ul>
Direct Taxation	<ul style="list-style-type: none"> <li>➤ Prepared &amp; filed 50+ <b>Income Tax Returns</b> of various individuals, Company, Partnership Firms &amp; their partners</li> <li>➤ Assisted in various assignments of <b>Tax Audit</b> under section 44AB of Income Tax for entities involved in retail and hospitality sector</li> <li>➤ Prepared <b>Balance Sheet and Profit &amp; Loss account</b>, conducted year-over-year financial analysis and assisted in preparation of financials for bank loan applications.</li> </ul>
Other Areas	<ul style="list-style-type: none"> <li>➤ Successfully filed <b>Form 15CA</b> and assisted in <b>Form 15CB</b> submission</li> <li>➤ Analyzed data and drafted various Certificates(e.g Net worth, Credit Facility, etc) for approval of principal</li> <li>➤ Guided junior interns in execution of work.</li> </ul>

## EXTRA CURRICULAR ACTIVITIES, ACHIEVEMENTS AND SKILLS

Extra Curricular Activities	<ul style="list-style-type: none"> <li>➤ Selected for Zonal level in school-level <b>Chess Competition</b> in the year 2013</li> <li>➤ Secured <b>Bronze Medal</b> in the Computer Olympiad exam</li> <li>➤ Participated in <b>ICAI Commerce Wizard Exam</b> (Selected for 2nd level)</li> <li>➤ Participated in various Elocution competition</li> <li>➤ Successfully cleared <b>SEBI's investor Awareness Exam</b> (Marks 45 out of 50).</li> </ul>
Technical Skills	<ul style="list-style-type: none"> <li>➤ Well versed with accounting software such as <b>Tally ERP9, Tally prime</b> and taxation software such as <b>TaxPower GST and Winman (Income tax)</b></li> <li>➤ Proficient in working with <b>MS Word, MS Excel</b> and <b>Power point</b></li> <li>➤ Basic knowledge of <b>Power BI</b> .</li> </ul>