

# Avani Madlani

Chartered Accountant

+91 98246 93890    avanimadlani1223@gmail.com    LinkedIn    Mumbai

## EDUCATION

Course	Year	Institution	Location	Score	Remarks
CA Final	May 2025	ICAI	Porbandar	347/600	Exemption in 2 Subjects
CA Inter	July 2021 and Dec 2021	ICAI	Porbandar	427/800	Exemption in 2 Subjects
CA Foundation	Dec 2019	ICAI	Porbadar	221/400	Exemption in 1 Subject
Bachelor of Commerce	2019-2022	Mumbai University	Mumbai	9.24 CGPA	B.L. Amlani College of Commerce and Economics
GSEB Class XII	March 2019	Smt. J.V. G.E.M.S.	Porbandar	629/750 (83.87%)	92 Marks in Accountancy 94 Marks in Org of Commerce
GSEB Class X	March 2017	Smt. J.V.G.E.M.S.	Porbandar	519/600 (86.50%)	94 Marks in Mathematics

## WORK EXPERIENCE

Articled Assistant

Oct 2021Oct 2024

Nirav Kotecha & Co. , Chartered Accountants

Mumbai

- Accounting & Finance
- Independently handled **outsourced accounting** processes for one of the **largest Ship Management Companies in the world** with a holding company in **Singapore**, including:
    - Cash Flow Management**
    - MIS and Group Reporting**
    - Preparation and Finalisation of the companies financials**
    - Co-ordination and on going query resolution with group finance**
    - Audit Support Services**
    - Payment Planner and Vendor Management**
    - Indirect Taxation** Compliance
    - TDS** Complaince
  - Prepared and maintained accounts for **Corporate and Non- Corporate Entities** including entities subject to **Tax Audit**
  - Assisted clients with:
    - Finalisation of accounts**
    - Indirect Taxation and TDS compliance**
    - Yearly ROC filings**
    - Coordination with statutory and tax auditors**

- Taxation
- Prepared and uploaded **Tax Audit Reports for Corporate and Non-Corporate Assesses.**
  - Filed **Income Tax Returns**
  - Independently handled **monthly GST return filings** (GSTR-1, GSTR-3B) and **Annual Returns** (GSTR-9 and GSTR-9C) for a diversified client base including Corporate and Non Corporate Assesses.
  - Prepared and filed **Form 15CA & 15CB** for **MNC clients** involving **foreign remittances.**

- Audit
- Conducted **Stock Audit** for a **Diamond Manufacturing Company** and successfully identified substantial **missing articles.**
  - Performed **statutory audits** for firms having (turnover **> ₹100 Crores**), including:
    - Year-wise Income, Expense, Asset, and Liability verification**
    - Stock audits, asset verification, and discrepancy analysis**
    - Assessment of **internal controls** and advisories on corrective measures
  - Executed **Internal Audit** for an **NBFC**, uncovering:
    - Incomplete documentation, missing KYC, breach of credit limits, and process lapses**
    - Advised on process improvements and supported rectification efforts

## EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- **Captained** School Kabaddi Team and team was selected for **State Level** in 2016.
- Won **Inter Hostel Carrom Competition** in Lohana Vidyarthi Bhawan- Wadala in 2020.
- Won **Elocution Competition** organised by Swami Vivekanand Institute during school.

## SKILLS

**Additional Skills:** MS Office, Tally ERP 9, Tally Prime

**Language:** Proficiency in English, Hindi and Gujarati

**Certification and Training:** Excel Club Course by Neeraj Arora, Power Bi and Power Query by Learnit Training

## PERSONAL DETAILS

**Date of Birth:-** 17/06/2001

**Gender:-** Female

**Marital Status:-** Unmarried

**Address:-** Jundala JinPress Road, Opp Prathna Pan, Near Maruti Glass, Porbandar 360 575