

Jay Khiloshiya

Chartered Accountant | BCOM

jaykhiloshiya123@gmail.com | 7020593671 | www.linkedin.com/in/jay-khiloshiya-35411418a/

SUMMARY

A qualified Chartered Accountant with the desire to secure a responsible career opportunity that can help me grow & deliver my potential. I can perfectly fit into a challenging role where I can use my technical knowledge and analytical skills to provide top notch services to the organization

Technical skills

| | | |
|------------|-----------------------|-------------------|
| Zoho Books | Microsoft Power Point | Accessibility |
| Quickbooks | Microsoft Word | Responsive Design |
| Pro Tax | Microsoft excel | Compu Office |

Professional experience

Ahuja Valecha & Associates Nov 2024 - July 2025

- Led a team of 7 in preparing and delivering MIS reports, managing client communications, and reviewing transaction accounting.
- Handled compliance activities, including the preparation and review of GSTR-1, GSTR-3B, TDS workings, and maintaining the compliance dashboard.
- Oversaw the preparation and reconciliation of GST, TDS, and bank statements to ensure accuracy and timely reporting.
- Supported statutory audits by coordinating audit requirements and drafting financial statements.

Ratan Rathi & Co Apr 2023 - Apr 2024

- Took charge of statutory audits for corporate clients, ensuring accuracy and compliance while working closely with finance teams.
- Handled concurrent audits of PSU banks, reviewing daily transactions and helping improve internal controls.
- Actively worked on ITR filings, tax audits, and GST matters, making sure clients met all deadlines and stayed compliant.
- Gained hands-on exposure to a mix of audit and taxation work, balancing fieldwork with reporting and client coordination.

Umesh Agrawal & Associates Feb 2019 - Feb 2022

- Part of the statutory audit team, involved in audit planning, execution, and finalization.
- Helped prepare and finalize financial statements in line with accounting standards.
- Filed income tax returns and supported with income tax audits.
- Handled GST filings, including monthly/quarterly returns, annual returns, and GST audits.
- Managed day-to-day accounting work, including data entry and reconciliations.
- Took care of TDS and TCS compliance, including return filing and reporting

EXTRA CURRICULAR ACTIVITIES

Certifications and Training

- Completed 100 hours of Information Technology Training in accordance with the requirements of “The Institute of Chartered Accountants of India.
- Partially Managing family owned business

Other activities

- Represented school at State level badminton tournament
- Guided people about social corporate responsibility at a seminar
- Executed tree plantation program under Lions club

EDUCATION



INTERESTS

- Gardening and bird watching
- Reading books
- Outdoor sports