

# NITYA KHANDLWAL

CHARTERED ACCOUNTANT, M.COM, B.COM

Location: Indore

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## OBJECTIVE

Motivated and detail-oriented Chartered Accountant with a strong academic background and hands-on experience in taxation and auditing during articleship. Seeking a challenging role in a reputed organization where I can contribute my skills in tax planning, compliance, audit and financial analysis, while continuing to grow and add value through analytical thinking and problem-solving abilities.

## PROFESSIONAL & ACADEMIC CREDENTIALS

	Year	Institution	Performance	Highlights
CA Final	May 2025	The Institute Of Chartered Accountant Of India	340/600 (57%)	Exemption in FR, AFM and IBS
CA Intermediate	July 2021 – May 2023		419/800 (53%)	Exemption in Advance Accounts
CA Foundation	Nov 2019		248/400 (62%)	Cleared in 1 <sup>st</sup> Attempt
M.Com	Mar 2025	Softvision College(DAVV)	68%	Secured 2 <sup>nd</sup> Position in College
B. Com.	Mar 2022	Shree Krishna University	71%	Passed with Distinction
Class 12	Mar 2019	Kakubhai Parikh School(CBSE)	91%	1 <sup>st</sup> Rank in School
Class 10	Mar 2017		9.8 CGPA	2 <sup>nd</sup> Rank in School

## WORK EXPERIENCE

Articled Assistant at Jain Jhanjhariya & Associates

October 2021 – October 2024

Well-known and renowned CA Firm in Indore

Direct Taxation	<ul style="list-style-type: none"><li>Conducted <b>tax audits</b> of individuals, partnership firms and private limited companies; Filed <b>Form 3CD</b> and <b>Form 3CA/3CB</b> ensuring accuracy and compliance with the latest income tax rules and verified books of accounts,</li><li>financial statements and related documents to identify disallowances and discrepancies.</li><li>Drafted and finalized <b>100+ Income Tax Returns</b> for <b>Individuals, Firms and Companies</b>.</li><li>Calculated monthly TDS liability and filed <b>quarterly TDS returns</b> for clients.</li><li>Addressed <b>Income Tax Intimation</b> cases, crafting thoughtful responses to <b>Assessing Officers (AO)</b> and handling tax payments and refunds for clients.</li></ul>
Indirect Taxation and Auditing & Assurance	<ul style="list-style-type: none"><li>Contributed to the preparation of <b>GST monthly (GSTR 1 &amp; 3B)</b> and <b>Annual returns (GSTR-9 and GSTR-9C)</b> for various clients and companies.</li><li>Conducted <b>GSTR-2A/2B vs. Books, GSTR-3B vs. GSTR-1, turnover vs. audited financial</b> to ensure accurate reporting and ITC claims.</li><li>Supported <b>GST registration</b>, amendment and revocation of cancellation processes for new and existing businesses.</li><li>Supported compliance with <b>E-way bill</b> generation and validation process for inter/intrastate movement of goods.</li><li>Drafted, finalized and filed <b>financial statements and Audit Report</b> ensuring compliance with Auditing and Accounting Standards and Sch-III of Co.'s Act 2013 and providing a true and fair view of the company's position.</li></ul>
Other work	<ul style="list-style-type: none"><li>Managed day-to-day accounting entries including sales, purchases, journal entries, Bank Reconciliations and adjustments in <b>Tally ERP</b>.</li><li>Prepared and filed ROC returns and forms such as <b>AOC-4, MGT-7, DIR-3 KYC and ADT-1</b> on MCA portal.</li><li>Assisted in the end-to-end preparation of <b>CMA data</b> required by banks for credit appraisal</li></ul>

## TECHNICAL SKILLS AND CERTIFICATIONS

- Pursuing Financial Modelling and valuation course**
- Accounting & other Software:** Proficient in Tally Prime & ERP 9, Compu tax software
- Microsoft Office Suite:** Advanced skills in MS Excel, MS Word, MS PowerPoint.

## EXTRA-CURRICULAR ACTIVITIES, LEADERSHIP & INTERESTS

- Participated and attended various **seminars on direct taxation and indirect taxation** conducted by The ICAI.
- Secured **1<sup>st</sup> position** in commerce talent search examination foundation
- School Council member (House Captain)**-Developed **leadership, communication and team management skills** through active involvement in school governance.
- Participated and won medal in **National-level english olympiad** during school
- Hobbies: Zumba, Travelling and Exploring New Cultures, Listening to Podcasts

## SOFT SKILLS AND LANGUAGES

- Languages:** English, Hindi (Fluent)
- Hardworking, strong analytical and problem-solving ability, time management, curiosity to learn