

CA Rajvi Shah

+91 9967911811 | rajvishah725@gmail.com

Age: 24 Years | Female

Address: Borivali (E), Mumbai, Maharashtra

CAREER OBJECTIVE

A diligent and detail-oriented Chartered Accountant with hands-on experience in GST, TDS, Income Tax filings, and Audits. Eager to learn, grow, and add value in areas of International Taxation, Compliance, and Auditing while upholding the highest standards of integrity and professionalism.

EXPERIENCE

Mehul A. Shah & Co.

Borivali, Mumbai

Assistant Manager

Nov'24 (CA Finalist) – Till date (CA Qualified)

- Handled accounting, audit support, and tax compliance for clients as a semi-qualified Chartered Accountant.
- Managed GST, TDS, and Income Tax return filings, and monitored compliance calendars to avoid penalties.
- Successfully handled PTEC and PTRC registrations on the Maharashtra GST portal for individuals and business entities.
- Ensured timely filing of PTRC returns and professional tax payments as per the statutory due dates.
- Coordinated with client finance teams to streamline processes and ensure accurate and timely reporting.

Sanjay C Shah & Associates

Vile Parle, Mumbai

Article Assistant

June'20 – July'23

- Conducted statutory audits and outstation quarterly reviews to ensure compliance with applicable legal and regulatory requirements.
- Prepared TDS summaries and filed TDS returns, ensuring timely and accurate compliance with tax laws.
- Managed accounts writing and finalization, improving the efficiency and accuracy of financial recordkeeping.
- Conducted tax audits and prepared income tax returns, maintaining accuracy and regulatory adherence.
- Prepared GST workings, filed GST returns, and processed GST refund applications to optimize tax efficiency.
- Drafted certificates including Form 15CA/15CB and turnover certificates in accordance with tax regulations.
- Handled MCA/ROC filings such as DPT-3, DIR-3 KYC, and AOC-4, ensuring accurate and timely submissions.

EDUCATION

Qualification	Year of Passing	Institution / Board	Marks & Percentage
Class X (SSC)	2016	CBSE Board – Sri Sri Ravishankar Vidya Mandir	88.40%
Class XII (HSC)	2018	Maharashtra Board – Mithibai College	81.69%
CA Foundation	Nov 2018	Institute of Chartered Accountants of India (ICAI)	280 / 400
CA Intermediate – Group I	Nov 2019	ICAI	206 / 400
B.Com	2021	University of Mumbai – Mithibai College	7.64 CGPA
CA Intermediate – Group II	Dec 2021	ICAI	207 / 400
CA Final – Group I	Nov 2024	ICAI	168 / 300
CA Final – Group II	May 2025	ICAI	161 / 300

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office, Tally Software, Cleartax, Winman.
- **Business Skills:** Decision Making, Ability to work under pressure, Adaptability.
- **Activities and Hobbies:** Gardening, Reading, Sports.
- **Languages Known:** English, Hindi and Gujarati.