

CA Ritu Gandhi

☎:- +918764120800

Email :- ritugandhi108@gmail.com

Linkedin: <https://www.linkedin.com/in/ritu-gandhi-8b63881b0>

CAREER OBJECTIVES

Seeking challenging assignments in the domain of Account, Finance, Auditing & Taxation with growth oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals.

I aspire for a dynamic career in a challenging environment with tremendous potential for personal and organizational growth.

ACADEMIC QUALIFICATIONS

Qualification	Institution	Year of Passing	% Marks
C.A. FINAL(First Group)	ICAI	May 2024	50.33 %
C.A. FINAL (Second Group)	ICAI	May 2022	54.25%
C.A. – IPCC (Both Groups)	ICAI	Nov 2016	60.71%
C.A. – CPT	ICAI	June 2015	55%
B.COM (Hons.)	Jai Narayan Vyas University (JNVU)	2018	62.25%
XII	R.B.S.E Board	2015	77.40%
X	R.B.S.E Board	2013	84.67%

WORKING EXPOSURE

As a Managemet Trainee in Genpact (Jodhpur) – 1 Year (Dec 2023 to still working)

Responsibilities: Efficiently worked as a Management Trainee and as an effective team member for handling the general ledger accounting (Record to Report)

Highlights

- ❖ Month End Closing Process
- ❖ Reconciliation (Balance Sheet Reconciliation)
- ❖ Standard & Recurring Journal Entry (Including Accruals , Prepaid)
- ❖ Non Standard Journal Entry (Including Accruals , Prepaid)
- ❖ ERP - SAP

As an Article Assistant in Paritosh Gupta & Company (Jodhpur) – 3 years (February 2017 to February 2020)

Responsibilities: Efficiently worked as Audit Assistant and worked as an effective team member for handling the Goods & Service Tax Compliances, Internal and Bank Audit assignments

Highlights

GST Compliances

- ❖ Done migration from Old Indirect Tax compliances to GST for various clients on GST portal
- ❖ Done GST Audits
- ❖ Prepare Annual returns under GST like GSTR-9 , GSTR-9C
- ❖ Prepare various returns under GST like GSTR-1 GSTR-3,GSTR-4
- ❖ Reconciliation of Input tax credit with GSTR- 2 A
- ❖ Competent and efficient in working with GST portal

Internal Audits

- ❖ Analysis of Draft Financial Statements including notes to accounts
- ❖ Ensuring compliances of TDS and applicable accounting standards
- ❖ Inventory valuation as per Accounting Standard 2
- ❖ Depreciation as per Accounting Standard 6 and as per Schedule II of Companies Act 2013
- ❖ Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance

Bank Audits

- ❖ Responsible for developing and maintaining the auditing plan of the bank
- ❖ Make documentation of audit papers
- ❖ Compilation of various forms at zonal level
- ❖ Preparation of Long Form Audit Report (LFAR)
- ❖ Checking Memorandum of Changes

Other Ancillary Activities

- ❖ Responsible for book keeping , file & documents maintenance, maintenance of accounts, finalization of books for audit
- ❖ Preparation of Income computations of various assessee and filing of income tax returns.
- ❖ Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation, various logic tests, etc.

ACHIEVEMENTS

- ❖ Star performer throughout the school life with magnificent academic records & won many awards and certificates at school level in the field of literacy
- ❖ Won 3rd prize in poetry competition conducted by Jodhpur Branch of CICASA of CIRC of ICAI
- ❖ Was awarded scholarship by Government of Rajasthan (GARGI PURASKAR) for excellent marks in State Board at the secondary level and senior secondary level
- ❖ Was awarded Laptop by Government of Rajasthan (Rajeev Gandhi Digital Yojna) for excellent marks in State Board at secondary level
- ❖ Was awarded Certificate of Excellence by Dainik Bhaskar as a CA student achiever award
- ❖ Got appreciation from seniors and clients during Articleship training

COMPUTER LITERACY

- ❖ Successfully completed 35 hours of **Orientation Course** in accordance with the requirements of ICAI
- ❖ Successfully completed **Information Technology Training** in accordance with the requirements of ICAI
- ❖ Successfully completed **Management and Communication Skills Course (MCS)** from ICAI
- ❖ Successfully completed **Advanced Information Technology** in accordance with the requirements of ICAI
- ❖ Cleared **Practical Training Assessment Test** in accordance with the requirements of ICAI
- ❖ Comfortable in working with various Windows based packages like MS Office and Accounting packages like **Tally, Marg** Software etc.
- ❖ Successfully completed Excel crash course offered by Corporate Finance Institute
- ❖ Successfully completed Email Etiquette online course offered by TCSiON
- ❖ Successfully completed Economics For Capital Market course offered by Corporate Finance Institute

EXTRA CURRICULAR ACTIVITY

Art & Craft, Listening to music, Net surfing

PERSONAL DETAILS

Date of Birth : 10-08-1997
Nationality : India
Language Known : English, Hindi & Marwari
Address : Inside Ashop Ki Pole, Near Juni Mandi Jodhpur, Rajasthan -342001
Strength : Willing to learn new things with positive attitude, good listener & adaptable