

PROFESSIONAL  
EXPERIENCE

ALTQUAD LLP  
REAL ESTATE COMPANY (CLIENT PLACE)

May 2025 - Present

Associate

- Managed the preparation and filing of GSTR-1 and GSTR-3B returns for 12 distinct entities.
- Conducted detailed reconciliations of financial records against GSTR-2B.
- Oversaw Accounts Payable processes, specializing in transactions for clients.
- Developed and documented a standard operating procedure by creating a user manual for GST return filing.
- Maintained and managed expense and Accounts Payable records in Tally Prime, generating Excel-based ledger reports and MIS for cash inflows as required.

HIREN RADADIA & CO (DAHISAR EAST)

March 2024 - June 2024

Accounts & Tax Assistant

- Managed the preparation and filing of GSTR-1 and GSTR-3B returns.
- Handled client accounting functions using Tally Prime.
- Prepared and filed Income Tax Returns and performed other direct tax-related work.
- Developed financial statements for individual clients using MS Excel

M A SHAH & CO (CHURCHGATE)

June 2019 - July 2022

Article Assistant

- Executed statutory audits for companies, preparing Audit Reports, Financial Statements, and CARO reports.
- Managed Tax Audits under Section 44AB, preparing forms 3CA, 3CB, and 3CD using specialized software.
- Knowledge of Transfer Pricing Rules and method (Cost plus, CUP) and uploaded Form 3CEB through IT portal.
- Handled direct tax compliance, including the filing of Income Tax Returns (ITR 1, 2, 3, 6, 7) for a diverse client base, including HNIs.
- Managed tax appeal processes, including drafting Grounds of Appeal and preparing official replies to assessment orders.
- Performed GST compliance duties, including the preparation of GSTR-1 and GSTR-3B workings and filing returns via Compugst software.
- Maintained books of accounts for Trusts using Tally ERP and generated UDIN for certification and audit reports.
- Gained experience in the corporate banking sector through involvement with the Corporate Service Desk, utilizing Finacle software.

EDUCATION

ICAI

May 2025

CA Final Group 1  
Grades - 180/300 (60%)

ICAI

May 2024

CA Final Group 2  
Grades - 169/300 (56.33%)

ICAI

July 2024

SPOM Law  
Grades - 80/100

ICAI

July 2024

SPOM SCPM  
Grades - 62/100

MUMBAI UNIVERSITY

Oct 2020

T. Y. B. COM  
Grades - 82%

SKILLS

MS excel, MS word, Tally Prime, Compuoffice, Clear tax, Winman Tax,Finacle,ChatGPT, SWAN,

ACHIEVEMENTS

Received Certificate of Appreciation from Altquad LLP, Secured good marks in FR 74/100, AFM 63/100 and SPOM law 80/100