

CA POOJA LALJI JADAV

📍 Mumbai, India ☎ 9967369831 ✉ poojadav00@gmail.com

SUMMARY

Qualified and result-driven Chartered Accountant with comprehensive knowledge in accounting, taxation and corporate finance. Eager to contribute to a dynamic finance team and grow through continuous learning and practical experience. Committed to maintaining accuracy, confidentiality, and professional integrity in all financial operations.

PROFESSIONAL QUALIFICATION

Examination	Institute	Month & Year of Completion	Marks
CA Final	ICAI	May 2025	317/600
CA Intermediate	ICAI	Nov 2022	468/800
CPT	ICAI	June 2017	116/200

ACADEMIC QUALIFICATION

Qualification	Institute	Board/ University	Year	%
B.com	Mithibai College	Mumbai University	2020	62
H.S.C	B SGD Junior College	Maharashtra	2017	75.69
S.S.C	SVP High School	Maharashtra	2015	86.40

CORE COMPETENCIES

- GST, Income Tax & TDS Compliance
- Accounting & Financial Reporting
- ROC & MCA Compliance
- Statutory and Tax Audit
- Analytical Thinking and Problem Solving

WORK EXPERIENCE

HVMJ & Associates, Mumbai

(Article Assistant Oct-2019 to Oct 2022)

- Prepared and filed GSTR-1, GSTR1A, GSTR-3B and GSTR7 for multiple entities, filing of LUT Bond, filing of refund application with payment of tax and without payment of tax.
- Prepared provisional GSTR3B working for client before the month end to estimate the cash liabilities and ensure the optimum utilization of credit ledger as per the provision of Law.
- Computed tax liability and prepared/ finalized Income Tax Return for Individual, HUFs, Partnership Firm, Trust and Private Limited Company ensuring accuracy in compliance with Income Tax provisions.
- Performed reconciliation of Form 26AS with books of accounts, assisted in MAT Calculation, and determination of Advance Tax Liability to ensure timely compliance and saving of interest.
- Conducted Tax Audit under section 44AB Income Tax Act and Statutory Audit of Partnership Firm, Private Limited Companies
- Prepared Financial Statement of Private Limited Companies in accordance with Schedule III of Companies Act 2013
- Prepared and filed TDS Return using Winman Software
- Filed ROC Form like MGT-07 & 7A, AOC- 4, Registered Company on DPIIT for Startup India Registration

SKILLS

- Good work experience in MS office applications – Excel, Word, PowerPoint
- Proficiency in Tally ERP, Tally Prime
- Proficiency in Winman GST, TDS, Income Tax