

CA Nisarg Doshi

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Objective

Self-Motivated, Goal Oriented and Responsible Professional, seeking a platform to enrich and exercise my skill and knowledge more efficiently while making a significant contribution to the success of the company.

Experience

- **Suvjay Industries India LLP** June 2024 - Present
Accounts Manager
 - Preparing data and filling of GST returns like GSTR-9, GSTR-9C, GSTR-1, GSTR-3B, ITC-04 (Job work return) and passing set off journal entry after reconciliation.
 - Preparing data and filing of GST refunds like Inverted Tax structure refund, Exports of goods without payment of tax refund, other category - deemed exports refund.
 - Preparing data for Transfer Pricing report.
 - Preparing MIS reports and analysing for betterment of business functions.
 - Actively engaged in tax planning of company.
 - Updating with amendments in tax compliance so that necessary changes can be made in SOPs for tax compliance.
 - Leading ERP implementation during initial phase of ERP and to suggest management regarding new developments which can be made for ease of monitoring at management level.
 - Setting automation process in ERP which can help in easing work.
 - Setting SOPs for accurately tracking end to end stock movement (i.e. process of procurement of goods to finished goods).
 - Providing cost working of the products at the time of adding new products to catalogue.
 - Comparing actual cost with cost working prepared at the time of new SKU sold
 - Preparing data for factory related compliance like for EPR, GPCB, ASI.
 - Submitting Stock statement, UFCE declaration to bank.
 - Supervising team deliverables to ensure accuracy, timeliness and compliance.
 - Acted as primary liaison for escalations and complex accounting issues.
 - Ensured prompt and clear communication to management and auditor on queries and documentation.

- **Mistry and Shah LLP** February 2021 - February 2024
Article Assistant

During course of articleship, I have gained experience in following areas:

- Performed Statutory Audit and Limited Review Listed Company having Turnover >850 Cr (A large Cotton Textile company dealing in Cotton Bales and Yarn).
- Assisted in preparation of MIS Report such as Capital requirement report, Fund blockage report, Fund flow and Capital requirement report.
- Performed Statutory Audit and Transfer Pricing report of Limited Liability Partnership having Turnover > 250 Cr (A large Manufacturer of Disposable Products)
- Compliance and Providing services related to Foreign Trade Policy
- Preparing of GST returns, GST Refund Application (Inverted Duty Structure Refund), GST Subsidy for Textile Industry, GST Registration, GST Annual Return -9/9C
- Conducted Tax Audit and Tax Planning of Private Companies, LLPs, Partnership Firms, Proprietors.
- Assist in Implementation of ERP Software in company for better Financial Reporting (Implementation in tally)
- Performed Statutory Audit and Transfer pricing report of private limited company having Turnover > 50 Cr (An IT company performing AI development and software for Hospital industry of USA)

Education

- **ICAI** May 2025
Chartered Accountant
- **Gujarat University** April 2022
Bachelor of Commerce

Skills

- Proficiency in MS Office including advance Excel, Power Query and Dashboard
- Communication ability
- Quick Learner
- Problem Solving
- Managing Team members

Certification

- Completed certified course of MS Excel with Coursera.
- Prepared a Financial Model of Listed Entity under guidance of an Experienced investment banker
- Completed certified course of MS Excel using AI

Extra-Curricular Activities

- Actively involved in Blood Donation Campaigns.
- Participated in Cyclothon spreading awareness towards Cancer.

Projects

- **ERP Implementation**
 - Led end-to-end ERP implementation across multiple departments, ensuring seamless integration with existing systems and business processes.
 - Managed the project timeline and resources, ensuring that milestones were met on schedule and within budget.
 - Conducted training and knowledge transfer sessions for users at all levels, promoting user adoption and proficiency.
 - Monitored post-implementation performance, resolving issues and optimizing system configurations to enhance operational efficiency.
 - Performed data migration and system testing, ensuring smooth data transfer and the accuracy of information.
 - Delivered regular status reports and presented findings to executive.
 - Improved business process efficiency by streamlining workflows and automating routine tasks via ERP capabilities.
- **Daily Production Report**
Setting SOP which helps to check daily production:
 - After entering production entries, a report of cost is generated which is compared with standard cost which is used for calculating SP.
 - If the difference is material, then thorough inspection is to be done. i.e. which process has went wrong and what is the route cause cost variation.

Interests

- Playing competitive sports or participating in team activities, highlighting teamwork and discipline.
- Learning through online courses, certification or workshops