



## PROFILE

A growth oriented & challenging position in a progressive organization where my skills and experience will be utilised in a best way with a scope of learning, innovation & career development.

## EDUCATION

### Chartered Accountant

- Cleared CA final examinations in May 2025.
- Cleared CA intermediate examinations in Nov-2018 with exemption in Accounts & Financial Management.
- Cleared CPT ( Common Proficiency Test ) in June 2018.

### Bachelor of Commerce

- Completed B.Com from Savitribai Phule Pune University- with First class in March 2019.
- HSC cleared in 2016 with 83.23% with scoring 99/100 in Accounts.
- SSC cleared in 2014 with 85.20%.

## TECHNICAL SKILLS

- Microsoft Excel
- MS Powerpoint
- MS Word
- Tally ERP
- Compu office - Tax specific software

## PERSONAL SKILLS

- Root Cause Analysis
- Participative attitude and Self motivated
- Cross-Team Collaboration
- Excellent verbal and written communication skills.
- Effective team player with the ability to take initiative and work independently when required

## ACHEIVEMENTS

- Received “ Best Article” award in R. R. Gujarathi & Co. in the year 2021.

## PERSONAL DETAILS

- Date of Birth - 30/09/1998
- Hobbies - Travelling, Singing, Cooking
- Languages - English, Marathi, Hindi.

## PROFESSIONAL EXPERIENCE

### R.R. GUJARATHI & CO., Nashik (Article Assistant)

(Leading CA firm having over 40 years of experience in the field of Taxation in Nashik with 500+ clients.)

- Prepared and filled **income tax returns** for the diverse clients based for **more than 200 clients** along with guidance for tax planning.
- Filled **GST returns** – GSTR-1, 3B and GST annual Returns.
- Handled **Income Tax and GST Assessments and scrutiny** of various clients.
- Handled various GST assignments relating to advisory and compliances including tax payments, refund of clients involve in different lines of business.
- Performed **Statutory as well as Internal Audit** of Insurance Companies, Co-Operative Banks, Private limited Companies, **conducted in depth analysis of financial statements, ratio analysis, comparison with previous years data for analysing unusual transactions** and ensuring compliance with accounting standards CARO 2016 and Companies Act, 2013.
- Assist in preparation of compliance reports, documenting findings and recommendations on corrective actions as needed.
- Examine revenue recognition, expense allocation and other critical financial reporting aspects to ensure adherence to Accounting Standards.
- Handled **100+ tax Audit** of Private Limited Companies, Partnership Firms, Proprietary Concerns **with turnover ranging from INR 10 Crores. to INR 200 Crores.**
- Led the preparation, reconciliation and filing of **GSTR-9** and **GSTR-9C** for clients across various industries **having turnover up to INR. 150 Crores.**
- Accounting and finalization of books of accounts.
- Preparation of project report of financials.
- Drafted partnership deeds, certificates, and handled PAN/TAN applications.
- Conducted training sessions and seminars to simplify complex tax concepts for team.

### S.S. MUTHA & CO., Nashik (Article Assistant)

- Preparation and Filing of Income Tax Returns, GST Returns, GST Annual Returns and GST Audit.
- Handling work related with appeal filing and filing reply to Income Tax notices.
- Prepared and finalised books of accounts of Trust.

## CERTIFICATIONS

- Completed Advance **ITT course** conducted by ICAI.
- Completed Advanced **MCS course** conducted by ICAI.

## Extra-Curricular Activities

- Actively involved in public speaking and leadership roles during school and professional settings.
- Actively participated in group discussions during office hours.
- Handling accounting work of relatives business for 1 years.