

## PERSONAL DETAILS



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## CORE COMPETENCE

- Analytical & critical thinking
- Accuracy and attention to detail
- Time Management and Multitasking
- Adaptability & Fast Learning
- Strong communication & collaboration
- Leadership

## ACTIVITIES & ACHIEVEMENTS

- Completed Advanced Excel Certification
- Participated in International Mathematics Olympiad (IMO)
- Participated in International Commerce Olympiad
- During the articleship, was awarded as **Best Article** for the month.

## SKILLS

- **Accounting & Finance:** Financial Reporting, Bookkeeping, General Ledger
- **Taxation:** Income Tax, GST, Tax Planning, TDS/TCS Compliances
- **Auditing:** Statutory Audit, Tax Audit, Audit Documentation, Internal Control
- **Software Proficiency:** Tally ERP 9, Tally Prime, MS Excel (Advanced VLOOKUP, Pivot Tables, Macros), MS Word, Power Point, CompuOffice

# Muskan Bhatia

## Chartered Accountant



## PROFESSIONAL AND ACADEMIC CREDENTIALS

- Chartered Accountancy- Institute of Chartered Accountants of India
  - CA Final Group I- 55%, CA Final Group II- 52% (May 2025)
  - CA Intermediate I- 59% CA Intermediate Group II- 55% (Nov 2022)
  - CA Foundation – 59% (Nov 2018)
- Bachelors of Commerce – D.A.V.V University, Indore 2018-2021



## ARTICLESHP EXPERIENCE

### A PANKAJ JAIN & ASSOCIATE (JAIN & RATHORE), Chartered Accountants, Indore

(Oct-2021 to Oct-2024)

(Indore based CA firm having an experience of 15+ years in the field of Taxation and Audit Matters servicing 800+ clients)

#### **A. Auditing and Assurance:**

- Led a 3-member team during Statutory Audit of private limited company engaged in Manufacturing industry.
- Contributed as a team member in statutory audit -involved in planning, execution of audit procedures and preparation of final reports
- Part of the team for performing Internal financial control testing for corporate entity
- Aided in finalization and analysis of Financial Statements as per AS & Schedule III including cash flows and reporting under CARO 2020 of various corporate entities.
- Conducted Tax and Statutory audit of various entities engaged in businesses operating in service sector.
- Conducted audit of client from textile and Agro industries
- Assisted in physical verification of stock for Stock audit assignment of manufacturing companies.

#### **B. Taxation:**

- Tax Audit as per Guidelines issued by the ICAI and provisions given in the Income Tax Act u/s 44AB.
- Prepared and filed 100+ Income Tax Returns (ITR-1 to ITR-7) for individuals, HUF, partnership firms, and companies.
- Rectification of defective ITRs
- Ensuring compliance under Income Tax Laws like TDS & TCS Deductions & filing.
- Resolved errors and notices on income tax portal related to TDS mismatch and ITR validations
- Prepared and filed Goods and Services Tax (GST) returns (GSTR-1, GSTR-3B) and reconciled GSTR-2A with books of accounts.
- Balanced ITR filling and TDS Return of various clients simultaneously, meeting strict deadlines

#### **C. Others:**

- Conducted bank reconciliations, ledger scrutiny, and verification of financial statements.
- Communicated technical changes in tax laws to client in simple language
- Prepared financial projections for the new loan sanction and renewal