

Sarthak Baldua

Chartered Accountant, B.Com

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EDUCATION

Course	Year	Institution	Score	Remarks
CA Final	May-2025	ICAI	55.5%	Exemption in 3 subjects
CA Intermediate	July-2021	ICAI	57.8%	Exemption in 4 subjects
CA CPT	June-2019	ICAI	69.5%	-
B. Com	2019-2022	Govt. Birla College, Kota University	60%	-
Class XII - CBSE	2019	Gyan Vihar Sr. Sec. Public School	88.2%	-
Class X - CBSE	2017	Gyan Vihar Sr. Sec. Public School	CGPA 8.2	-

WORK EXPERIENCE

Article Assistant

DMKH & CO.

Nov 2021 Dec 2024

Gandhinagar

Finance and Due Diligence

- Collaborated with legal and finance teams to prepare CA certifications required for IPO filings for a company having turnover >₹1,500 crore, ensuring alignment with SEBI and Companies Act norms.
- Contributed to the due diligence for SME entities, analyzing financials, contracts, and operational data.
- Assisted in due diligence of a ₹3,000 crore company and uncovered ₹50 crore in undisclosed contingent liabilities to support informed decisions.
- Reviewed and monitor monthly capex incurred/spent for various projects and prepared monthly CA certificate.
- Prepared 15 years Certificates for avg. Cost of capital for a power plant for submission to State regulatory commission.
- Prepared various certifications related to project cost incurred, Debt-Equity ratio and other ratios for submission to Banks, Net Worth certificates, Shareholding Patterns and other regulatory certificates.

Taxation

- Responsible for preparing data and filling of monthly GSTR-1 and GSTR-3B, including reconciliation of input tax credit.
- Prepared and filed annual GST returns (GSTR-9 and GSTR-9C) for high-turnover clients (exceeding ₹1,000 Crores) across various sectors including a listed company and reconciling revenue and input tax credit with book records.
- Successfully processed GST refunds exceeding ₹2crores under the Inverted Duty Structure, improving client cash flow.
- Assisted in GST departmental audits, effectively responding to departmental queries to ensure favorable outcomes.
- Prepared and filed TDS returns of various entities including a Listed company along with the resolution of past demands.
- Prepared and filed Income Tax Returns for large individuals and ensuring accurate reporting and tax optimization.

Auditing

- Managed and executed internal audit for various sectors including a listed entity, identifying areas for process improvement, risk mitigation, and operational optimization.
- Conducted IFC testing within the Chemical & Cosmetics industry, ensuring robust financial controls.
- Ensure compliance with all relevant acts and regulations through comprehensive reviews.
- Performed stock audits for clients across the the various sectors, ensuring inventory existence, accuracy and compliance.
- Performed Fixed Asset (FAR) verification audits across various sectors including a Listed Entity, validating asset existence, valuation, and integrity.

SKILLS

Software & Tools: Microsoft Office (Excel, Word and Powerpoint), Cygnet, Computax, Tally, Basic SAP

Personal Skills: Enthusiastic, Adaptable, Quick Learner, Leadership, Team collaboration

ACHIEVEMENTS

- Got appreciation form partners and clients.
- Represented Jhalawar district in Volleyball at state level.

ADDITIONAL INFORMATION

- Hobbies – Playing Sports, Travelling
- Languages Known – English, Hindi