

# Dhruvi Pandya

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📍 Jamnagar, Gujarat

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## 🎓 EDUCATION

### Chartered Accountant

The Institute of Chartered Accountants of India

2020 – 2025

- **CA Final - Advanced Financial Management, Law & Costing:** Secured 70+ marks, demonstrating proficiency in complex financial strategies, legal regulations, and cost management principles.
- **CA Intermediate – Law:** Scored 60+ marks, showcasing a strong understanding of legal frameworks and their application in accounting and business.
- **CA Foundation:** Passed with distinction, achieving 70+ marks in all subjects, highlighting a thorough grasp of foundational accounting, law and maths.

### LLB (Hons.)

GLS University

2025 – Present

### B.com

Saurashtra University

2020 – 2023

Passed with distinction

### Higher Secondary

St. Ann's High School, GSEB

03/2020 | Jamnagar

Secured 92% and 100/100 in Accounting

### Secondary School

St. Ann's High School, GSEB

03/2018 | Jamnagar

Secured 94.83%

## 📁 PROFESSIONAL EXPERIENCE

### Sonecha & Amlani

Articled Assistant

04/2022 – 04/2025 | Jamnagar

- Handled **litigation and drafting** of replies to **income tax notices and orders** under Section 142, 143, 147, 148, etc. along with **appeal submissions** before CIT and ITAT. Successfully drafted submissions leading to favourable judgements, significantly reducing tax liabilities.
- **Collaborated** with clients, consultants and internal teams for compilation of documents and annexures for tax submissions.
- Conducted **legal research, analysed case laws, and prepared paperbook submissions** for appeal before tribunal.
- **Assisted** in paperbook **submission** for appeal before **High Court**.
- **Drafted** and also **reviewed** replies and submissions for **GST litigation** matters and appeals.
- Prepared **summaries and legal standpoints** for **Customs notices** involving demands **exceeding Rs. 2 crores**, including relevant case laws.
- Conducted **concurrent audit** of Central Bank of India.
- Executed **tax audits** for entities including companies, partnership firms and proprietorships with **turnovers above Rs. 50 cr.**
- Prepared **AS-compliant** financial statements.
- Performed **GST Audits** and also filed **GST monthly and quarterly returns**.
- Filed over **100+ income tax returns** for individuals, firms and companies across diverse sectors.
- Well-versed with **Microsoft office** and softwares such as **Tally and CompuOffice**.

## 🧠 SKILLS

### Professional skills

Stakeholder collaboration and Co-ordination, Analytical and Problem-solving skills, Attention to detail in Legal Drafting, Regulatory compliance and Risk Assessment, Effective Documentation and Reporting and Client communication and representation.

### Other Skills

Decision making, Team collaboration. Event Hosting and Public speaking, Leadership in high pressure environment, Adaptability and learning agility, time management and multitasking, critical thinking, creativity.

## 🏠 ORGANISATIONS

### Jamnagar Branch of WICASA

Secretary

05/2023 – 04/2024



## CERTIFICATES

Presented a technical paper at the State-Level conference organized by the Jamnagar branch of ICAI

Master of Ceremonies at Branch-Level Conference organized jointly by Jamnagar and Rajkot Branches of WICASA



## AWARDS

Runner-up of District-Level Elocution Competition organised by WICASA Jamnagar; represented the district at regional level

Secured 1st position at the District Level Presentation Competition organised by WICASA Jamnagar and represented the branch at regional level

Honored with the 'Best Student of the Year' award in Class 12 for exemplary achievements and all-round excellence.



## COURSES

### Sangeet Visharad

Singing and Harmonium

Passed with distinction



## LANGUAGES

Hindi



Gujarati



English



## INTERESTS

- Passionate about immersive reading
- Curious traveller - exploring places, people and perspectives
- Enthusiastic vocalist with a love for both classical and contemporary music