

# CA SHRUTI LOHADE

shrutilohade29@gmail.com | +91 9767735466 | LinkedIn <https://www.linkedin.com/in/ca-shruti-lohade>

## Academic Qualifications

Year	Course	Board/Institute	Marks (%)	Remarks
2025	CA Final	ICAI	358/600 (59.67%)	Exemption in 4 Subjects
2022	CA Inter	ICAI	429/800 (53.63%)	Exemption in 2 Subject
2021	CA Foundation	ICAI	243/400 (60.75%)	Passed with distinction. (Scored 71 in Economics)
2024	B.Com.	Deogiri College, Chh. Sambhajinagar.	75%	Grade A+
2021	HSC	Deogiri College, Chh. Sambhajinagar.	567/600 (94.50%)	Scored 97/100 in Maths and Stats and Organisation of commerce and management.
2019	SSC	Maharashtra State Board	453/500 (90.60%)	Scored 94/100 in English.

## Work Experience

### Article Assistant - R.B. Sharma and Co.

Aug, 2022 – Jul, 2025

<b>Indirect Tax</b>	<ul style="list-style-type: none"> <li>Drafted <b>grounds of appeal</b>, statement of facts, and <b>submissions for Appellate Authorities</b>.</li> <li>Assisted clients in preparing documentation for <b>GST Department audits</b>, framed comprehensive responses to audit observations, scrutiny notices, intimations, and show cause notices for corporate and non-corporate entities</li> <li>Conducted thorough research and analysis of <b>laws, notifications, circulars, and case laws</b> to provide legal opinions.</li> <li>Led <b>GST audits, Internal audits</b> and completed <b>annual returns</b> across various sectors such as manufacturing and trading.</li> <li>Prepared <b>monthly returns</b> while maintaining compliance with Rule 42, 43 and other regulatory requirements.</li> <li>Managed comprehensive compliance tasks, including <b>registrations, cancellations</b>, and input tax credit <b>reconciliations between GSTR-2A/2B and 3B</b>.</li> <li>Filed refund applications for exports and inverted duty structure. Prepared and filed <b>FORM ITC-02</b> under GST to transfer unutilized Input Tax Credit from one GSTIN to another under same PAN.</li> <li>Filed Final return (GSTR 10), ensuring GST compliance during business closure.</li> </ul>
<b>Direct Tax</b>	<ul style="list-style-type: none"> <li><b>Investigated and rectified defaults</b> encountered in TDS return filings. Submitted original and revised <b>TDS/TCS return</b> and gave related advisory.</li> <li>Filed Income tax <b>returns</b> for individual, partnership firms and corporate clients across various industries.</li> <li>Led the preparation and submission of <b>tax audit</b> reports ensuring adherence to compliance standards.</li> <li>Drafted and submitted responses to income tax <b>notices</b>, addressing discrepancies and concerns raised.</li> <li>Executed <b>advance tax</b> calculations and provided clients with strategic insights to manage tax obligations.</li> </ul>
<b>Audit</b>	<ul style="list-style-type: none"> <li>Managed <b>statutory audits</b> for companies, overseeing the entire audit process to ensure accuracy of financial reporting and prepared audit reports.</li> <li>Assisted in <b>auditing financial statements of charitable trusts</b>, including compliance checks, documentation review and reporting as per regulatory norms.</li> <li>Led <b>internal audit</b> assignments for private limited companies, providing insights into the strengths and weaknesses of internal management systems, particularly concerning financial reporting processes</li> <li>Performed detailed <b>Scrutiny of ledger</b>, reconciled debtors and creditors and carried out thorough vouching of income and expenditure.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li><b>Professional tax registration &amp; return filing.</b></li> <li>Prepared various certifications like <b>Net worth certificate, Turnover certificate</b></li> <li>Prepared Financial Statements checking compliance with <b>Accounting Standards</b></li> <li>Managed comprehensive book-keeping and accountancy services ensuring accurate financial records and prepared financial statements in compliance with Accounting Standards.</li> </ul>

## Extracurricular Achievements

	<ul style="list-style-type: none"> <li>Awarded Best Article at R.B.Sharma and co.</li> <li>Awarded as <b>Best Sports Girl</b> in School.</li> <li>Participated in <b>District level Football tournament</b> as a team player.</li> <li>Volunteered Youth Fest and similar events at ICAI.</li> <li>Participated and won various debates, quiz and elocution competitions in School</li> <li><b>Captain Inter House team, school</b> – Led the house team to 1st position in inter house sports competition, awarded for exemplary leadership and team coordination.</li> </ul>
--	--

## Other Skills

	<ul style="list-style-type: none"> <li>Prepared PowerPoint presentations</li> <li>Conducted various sessions in the office for articles and employees.</li> <li>Proficient in Winman, Tally, MS Office and Excel.</li> </ul>
--	--