

CA HIMANI MATANI

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Dedicated and results-driven professional across diverse regulated sectors. Skilled in risk assessment, internal control testing, and regulatory compliance. Strong team leadership and stakeholder engagement skills. I am seeking an opportunity to contribute to dynamic organizations while further enhancing my professional competencies.

Academic Qualifications

Course	Year	Institution	Marks	Remarks
CA Final	May 2025	ICAI	310/600	60+ marks in Financial Reporting and AFM.
CA Intermediate	May 2023	ICAI	418/800	70+ Marks in Advance Accounting.
M.Com	2021-2023	University Of Kota	64.00%	ABST
B.Com	2018-2021	University Of Kota	63.73%	Highest marks in Statistics and Accounting.
Class XII	Mar 2018	CBSE	87%	Secured 81% Secured High Marks in Business strategy.
Class X	Mar 2016	CBSE	86%	Secured Distinction marks in all subjects.

Articleship Experience

Lokesh Maheshwari & Associates, Kota

Jan 2022 – June 2022

SPARK & Associates Chartered Accountant LLP, Kota

June 2022 – Jan 2025

Audit and Assurance

- Executed statutory audits and tax audits, including site visits, analysis of financial statements, and report filing of corporate and non-corporate clients in 3+ sectors majorly education, trading, service including Charitable trusts.
- Conducted internal audits and performed risk assessments by identifying key areas and understanding business process for trend reporting and exception identification and standardized documentation work.
- Conducted branch audits for banks with focus on assets classification and NPA identification.
- Analyzed draft Financial Statements and evaluated compliance with various matters, including applicable Accounting Standards.
- Prepared audit reports, management letters, MOC, MIS reporting.
- Ensured compliance with CARO 2020 and financial controls for companies.
- Prepared CMA data, Project Reports and various net worth and Turnover certificates for loan documents.
- Preparation of estimated and projected financial statements.

Taxation (Direct and Indirect)

- Computed taxable income and filed Income Tax, TDS, and TCS returns for various clients.
- Handled GST registrations, monthly/annual return filings, and compliance advisory.
- Advised clients on GST applicability, classification, and input credit mechanisms.
- Responded to GST demand notices and assisted in representing clients before authorities.
- Ensured timely compliance with direct and indirect tax regulations.
- Independently handled Tax Audit Reports for 20+ clients, including individuals, firms, HUFs, and companies, using Form 3CA-3CD and Form 3CB-3CD with detailed disclosures on depreciation, TDS, and turnover analysis. Additionally managed audits for charitable trusts using Form 10B.

Technical Skills

Proficiency: MS Word, Excel, PowerPoint and Tally ERP 9, Tally Prime

Technologies/Frameworks: SAG GST, Genuis Software

Soft Skills

- Quick learner, adaptable, deadline-focused.
- Enhanced communication skills through active participation in client-facing roles and business development seminars.
- Passionate about storytelling, writing at www.youtube.com/@todaysthought7697

Hobbies & Interests

- Reading Books
- Instrumental music to maintain focus and well-being.

Awards & Certification

- NISM Certificate – Listing on Social Stock Exchange
- Certificate in Project Management – Simplilearn
- RS-CIT Certificate – Vardhman Mahaveer Open University