



Rupal Augustin Almeida

Chartered Accountant

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 : CA Rupal Almeida

 : Virar West, Mumbai - 401301

SUMMARY

Dynamic and detail-oriented Chartered Accountant fresher with over 3 years of comprehensive articleship training and 2.5+ years of hands-on experience in CA firm and advisory firm. Demonstrated expertise in Income Tax filings, GST returns, accounting, statutory audits, and tax audits across various sectors.

EDUCATION

Course	Year	Institution	Score
CA Final (Group-1)	2025	The Institute of Chartered Accountants of India	56.33%
CA Final (Group-2)	2023	The Institute of Chartered Accountants of India	56.75%
IPCC (Group-2)	2019	The Institute of Chartered Accountants of India	57.00%
IPCC (Group-1)	2017	The Institute of Chartered Accountants of India	52.00%
Bachelor of Commerce	2018	M L Dahanukar College of Commerce (Mumbai University)	64.86%
CA-CPT	2015	The Institute of Chartered Accountants of India	50.00%

WORK EXPERIENCE:

Mitsa Advisory Services LLP

Jan 2024 - Till date

TAXATION & COMPLIANCE EXECUTIVE

 Mumbai

- Prepared and filed GST Annual Returns, including GSTR-9 and GSTR-9C, ensuring compliance with statutory timelines.
- Computed and filed monthly GSTR-8 returns for e-commerce operations.
- Prepared and submitted monthly GST returns (GSTR-1 and GSTR-3B) for many entities including an e-commerce operator with an annual turnover exceeding ₹500 Crores.
- Reconciled annual GST data with books of accounts and matched with GSTR-2B for accurate reporting.
- Prepared and filed Income Tax Returns for Individuals, HUFs, and Partnership Firms, including 15CA/CB certificates.
- Processed and filed TDS payments and returns (Form 24Q, 26Q, 27Q) and executed corrections where required.
- Maintained and finalized day-to-day books of accounts.
- Handled various MCA form filings on the MCA portal.

Giriraj Khandelwal & Associates (Chartered Accountants)

Dec 2022 - Dec 2023

ACCOUNTING & TAX ASSOCIATE

 Mumbai

- Maintained and finalized books of accounts on a day-to-day basis ensuring accuracy and compliance with accounting standards.
- Prepared financial statements in accordance with the Maharashtra Public Trust Act, 1950.
- Executed timely payments of TDS and filed TDS returns including Form 24Q and Form 26Q; handled online and offline TDS corrections.
- Prepared and filed Income Tax Returns for Individuals and Hindu Undivided Families (HUFs) and various forms on Income Tax portal.
- Drafted and submitted responses to notices issued by Assessment Units (AU) under the Income Tax Act.
- Compiled and drafted Grounds of Appeal and Statements of Facts for representations before the Commissioner of Income Tax (Appeals) [CIT(A)]

- Prepared monthly GST return workings, including GSTR-1 and GSTR-3B, ensuring compliance with GST regulations.

Nirav Kotecha & Co (Chartered Accountants)

Jun 2022 - Aug 2022

AUDIT & TAX EXECUTIVE

 **Mumbai**

- Prepared and filed Income Tax Returns for Individuals and Hindu Undivided Families (HUFs) in compliance with Income Tax Act 1961
- Filed GSTR-1 and GSTR-3B returns, maintaining adherence to GST compliance requirements.
- Conducted statutory audits for Private Limited Company and E-Commerce Operators.
- Executed tax audits for corporate entities in accordance with Section 44AB of the Income Tax Act

Poneet Gupta & Co. (Chartered Accountants)

Aug 2017 - Feb 2021

ARTICLE ASSISTANT

 **Mumbai**

Direct Taxation

- Prepared and filed Income Tax Returns for Individuals, HUFs, Companies, and Trusts.
- Filed TDS Returns and ensured timely TDS payments in compliance with statutory deadlines.
- Conducted Tax Audits and prepared Tax Audit Reports for Individuals and Companies in accordance with Income Tax provisions.

Indirect Taxation (GST)

- Executed GST Registration and Cancellation processes for various entities.
- Filed GST Returns including GSTR-1, GSTR-3B, GSTR-9, and GSTR-9C ensuring accuracy and compliance with GST laws.

Auditing & Bookkeeping

- Prepared Audit Reports and Financial Statements in compliance with Schedule III of the Companies Act.
- Finalized Statutory Audits for Shipping Companies, ensuring adherence to industry-specific regulations and accounting standards.

ROC Compliance

- Filed statutory forms and returns on the MCA portal in compliance with Companies Act requirements.
- Prepared and submitted AOC-4, MGT-7, and Directors' Reports, ensuring timely and accurate regulatory compliance.

SKILLS

- MS Word
- MS Excel
- Tally Prime
- Genius
- Kdk Spectrum
- Compu Tax

ABOUT

Marital Status: Single

Date of birth: 25-06-1998

Languages known: English, Hindi & Marathi