

## OBJECTIVE

To attain professional excellence and contribute towards the success at the organisation through teamwork and to work in dynamic environment that provides me a wide spectrum of experience and exposure.

## EDUCATION

CA May 2025	57.43% (3-EX)
(ICAI)	
B.COM 2019	59.63%
(UNIVERSITY OF RAJ.)	
HSC 2016	80.00%
(CBSE)	

## SKILLS

- Proficient in Microsoft Office
- Well versed with tax management software - Computax
- Working knowledge of software packages like Tally

## EXTRA-CURRICULAR ACTIVITIES

- Volunteered at ICAI Student Conference, contributing to the successful management of an event attended by over 1,000 students.
- Coordinated activities on CA Day celebrations, ensuring smooth event execution.
- Showcased original artworks and contributed to community wall painting projects in Ajmer, Pushkar, and Jaipur, demonstrating creativity and collaboration.

## WORK EXPERIENCE

Articled Assistant, Manish Borad & Co, Jaipur, Rajasthan

### ❖ Indirect Tax

- Advised GST **input tax credit** advisory to multiple clients (**₹5–200 crore turnover range**) on **eligible vs. ineligible** ITC claims (e.g., blocked credits, depreciation-linked restrictions) to ensure accurate GSTR- 3B reporting and minimize compliance risks.
- Advised **50+ clients** on GST law teething issues—**Value of Supply**, **E-Way Bill** rules, and **E-Invoicing** norms—ensuring regulatory compliance and mitigating operational risks.
- Managed the timely and accurate filing of Form **GST ITC-04** for clients with **job work** transactions, ensuring full compliance with GST regulations. Also advised clients on complex GST place of supply issues under **IGST Act Section 10(1)(b)**, clarifying interstate versus intrastate supply classifications.
- Advised SMEs and eligible clients on opting into the **QRMP** Scheme, guiding on eligibility (**turnover up to ₹5 crore**), procedural requirements.
- Revolutionize **GST Reconciliation** (matching **GSTR 2A/2B** with books and vendor accounts) to identify and rectify discrepancies, optimising tax liabilities.
- Prepared and filed **monthly, quarterly**, for **60+ clients** spanning manufacturing, trading, and service sectors with combined turnover of (**₹5–200 crore**), ensuring 100% statutory compliance, timely submissions, and zero penalties.
- Ensured compliance with state-specific GST registration procedures and timelines for **50+ clients** with turnovers ranging from (**₹1 crore to ₹100 crore**), successfully avoiding registration delays or rejections and enabling seamless business operations.
- Advised **10+ mid-sized clients** (**₹100+ crore turnover**) on **place of supply** and **reverse charge** applicability, reducing potential interest/penalty exposure by 15–20%.

### ❖ Statutory Audit

- Reviewed **business process workflows** to assess efficiency, control design, and policy compliance.
- Conducted **physical verification and valuation of inventory** in compliance with **Ind AS 2** and **CARO 2020 (Clause ii)**.
- Assisted in **capitalization, disposal, and depreciation** of Property, Plant & Equipment (PPE) as per **Ind AS 16**.
- Performed **testing of design and operating effectiveness** of internal controls across Procure-to-Pay (P2P) and Order-to-Cash (O2C) cycles.
- Performed **Revenue recognition assessment** under **Ind AS 115**, including evaluation of contract terms and recognition criteria.
- Obtained **external confirmations** in line with **SA 505** to validate balances and strengthen audit evidence.
- Verified **related party transactions** in compliance with **SA 550** and **Ind AS 24**, ensuring accurate disclosures.
- Participated in determining **materiality levels** and **audit risk assessment** as per **SA 320**.
- Tested **impairment of assets** as per **Ind AS 36**, ensuring accurate reporting of recoverable amounts.
- Coordinated with **clients and audit teams** for timely collection of evidence, resolution of queries, and smooth audit execution.

### ❖ Finance

- Assisted management in **Increasing Overall EBITDA** by 3% introducing a robust system of taking Purchase Quotations from multiple vendors.
- Advised management to consider hiring workers on contractual basis instead of on payroll which led to **saving of expenditure** such as labor cost and other statutory liabilities by 0.5%
- Identified that 30% of PPE verification documentation was incomplete or relied solely on email correspondence, **highlighting gaps in audit evidence**.