

CA Dhiren Mangtani

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SUMMARY

Motivated Chartered Accountant with strong academic background and practical exposure in accounting, taxation, auditing and financial reporting through articleship. Known for a detail-oriented approach, analytical thinking and a high degree of professional integrity. Adept at working under pressure, meeting deadlines and collaborating with cross-functioning teams. Eager to contribute to a dynamic organization where I can apply my skills, continue learning and grow as a finance professional.

EDUCATION

COURSE	YEAR	INSTITUTION	MARKS	REMARKS
CA Final	May 2025	ICAI	361/600 (60.17%)	Exemption in Advance Financial Mgt, IDT and Risk Mgt.
CA Inter	July 2021	ICAI	419/800 (52.3%)	Exemption in Accounting.
CA CPT	Dec 2017	ICAI	105/200 (52.5%)	Cleared in 2nd Attempt.
B. Com.	April 2020	Savitribai Phule Pune University	749/1200 (62.4%)	Passed with First Class
Class XII	Feb 2017	Savitribai Phule Pune University	471/650 (72.46%)	Passed with Grade I
Class X - CBSE	Mar 2015	Army Public School, Devlali	408/500 (81.6%)	Passed with 8.8 CGPA & Grade A1

WORK EXPERIENCE: Article Assistant | Patel Kalantri & Associates Nashik | Jan 2020 - Feb 2023

- Conducted Statutory & GST Audits across Manufacturing, Trading, and Service sectors, ensuring regulatory compliance, drafting audit reports, and reconciling GST liabilities ensuring timely completion of audits.
- Prepared tax audit reports for clients with turnovers ranging from ₹2 - ₹250 Cr, providing technical accounting guidance.
- Managed Income Tax Return filing & finalization for Individuals, Firms, and Companies.
- Handled GST compliance, including GST registrations, refund claims, and the filing of 500+ monthly (GSTR- 1, GSTR-3B, CMP-08) and 150+ annual GST returns (GSTR-9, GSTR-9C, GSTR-4). Ensured reconciliation of GSTR-2B with financial records and developed templates for annual GST reconciliation.
- Designed a structured approach for annual reconciliation of Turnover as per financial records and GST returns.
- Led informative sessions on changes in GST laws and rules as and when required.

TECHNICAL AND SOFT SKILLS

- Technical Skills:** Accounting and audit tools like CAAT, SAP, Tally ERP 9, Tally Prime, MS Excel, MS Word, MS Powerpoint and Compu-Office Software.
- Languages:** English, Hindi, Marathi and Sindhi
- Strong communication and interpersonal abilities,** adept at building collaborative relationships with clients and management. Lead a team of 7-8 members on an audit of Public LTD company.
- Exceptional in **time management** and able to meet the said targets with quality performance within deadlines.
- Collaborative **team player** with strong morals and work ethics, with an understanding of need for the accuracy and confidentiality of document/information.