

Rajnandani Kante

Chartered Accountant

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EDUCATION

Course	Year	Institution	Location	Score
CA Final	May-25	Institute of Chartered Accountants of India	-	309/600 (51.50%)
CA Intermediate	May-21	Institute of Chartered Accountants of India	-	408/800 (51.00%)
CA Foundation	Dec-18	Institute of Chartered Accountants of India	-	111/200 (55.50%)
Bachelor of Commerce	2022	Vikram University Ujjain	Neemuch, India	823/1200 (68.58%)
Class 12th (CBSE)	2018	Children's Well Academy	Neemuch, India	418/500 (83.60%)
Class 10th (CBSE)	2016	Children's Well Academy	Neemuch, India	8.6/10 (CGPA)

WORK EXPERIENCE

Articled Assistant

Jul 2021 Jul 2024

ADITYA KHATOR & CO (One of the renowned Chartered Accountant firms of Neemuch having 1000+ Clientele) Neemuch, India

- Played a key role in the **preparation and finalization of books of accounts**, ensuring accuracy and adherence to accounting principles.
- Scrutinised ledgers, **reconciled debtor and creditor balances**, vouched income & expenditures.
- Conducted **tax audits** for clients with turnovers exceeding ₹5 crore across diverse sectors, including manufacturing, trading, trusts, agriculture.
- Advised clients on strategic tax issues, related to **tax deductions** (like section 194C 194I, 194IA & 192, of Income Tax provisions).
- Prepared comprehensive tax computations and filed 400+ **Income-tax returns** for companies, firms, and individuals, maintaining 100 % accuracy and timely submissions.
- Efficiently prepared and submitted **Form 10B** on behalf of Educational and Hospital Institution, ensuring adherence to tax regulations and compliance with the Income Tax Act provisions.
- Performed analysis on inventory, accounts receivable and accounts payable balance sheet accounts.
- Settled 50+ GST returns (**GSTR-1, GSTR-3B**) for a diverse client base including individuals, proprietors, and partnership.
- Independent handling of GST **registration, amendments and cancellation** work.
- Performed **GSTR-2A reconciliations** with GSTR-3B monthly annually for various clients.

Executive

Dec 2024 Jul 2025

N M V A & ASSOCIATES LLP

Jaipur, India

- Participated in client meetings and maintained communication for audit queries and **documentation**.
- Assisted in the internal audit of revenue cycles, inventory, **TPA claims**, cash/bank transactions, and payroll compliance across 5+ multi-specialty hospitals.
- Prepared and filed TDS returns (**Form 24Q, 26Q, 27Q, 27EQ**) on behalf of clients within the stipulated deadlines, ensuring data accuracy and avoiding late filing penalties.
- Conducted comprehensive tax audits for individuals, firms, LLPs, and companies in accordance with the provisions of Section **44AB** of the Income Tax Act.
- Proficiently prepared **Form 3CA, 3CB, and 3CD** reports, demonstrating adeptness in compliance with Income Tax Act provisions.
- Conducted **physical stock verification** of companies, ensuring the accuracy of inventory records and reconciling physical stock with book records.

ACHIEVEMENTS , CERTIFICATIONS & EXTRA CURRICULAR:

- Proficient in **MS -Excel, MS- Word and PowerPoint**.
- Well versed with Finance tools such as **Tally ERP, Tally Prime, SAP** and Taxation Software like **Compu-office**.
- Completed the target of filing **TDS Returns of 100+ clients** within 7 days along with 2 Junior article assistants.
- Filed **40+ tax audit reports (3CB, 3CD & 10B)** swiftly, with support from two junior articled assistants.
- Trained and Mentored 5 new colleague including 2 Articles for a period of 1 year during articleship.
- Secured 2nd position in 500-meter race and 3rd position in 1-kilometer race at **Khel Chetana Mela** (Class 8).
- Cleared the **Commerce Buzz School-Level Entrance Exam** in 2018, reflecting strong aptitude in commerce.