

Lavina Dudhani

Chartered Accountant

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SUMMARY

Detailed-oriented Chartered Accountant with a solid foundation in Direct Tax and Treasury management. Brings strong problem-solving skills, analytical acumen, and a proactive mindset to drive financial accuracy and compliance in dynamic business environments.

ACADEMICS

Course	Year	Institution	Score
CA Final	May 2025	Institute of Chartered Accountants of India	349/600
CA Intermediate	December 2021	Institute of Chartered Accountants of India	400/800
CA Foundation	November 2020	Institute of Chartered Accountants of India	283/400
Bachelors of Commerce (B.Com)	2020-2023	Smt. Chandibai Himathmal Mansukhani College	8.74 GPA
12th (HSC)	2019-2020	Smt. Chandibai Himathmal Mansukhani College	91.00%
10th (SSC)	2017-2018	Pet Oxford High School	93.40%

WORK EXPERIENCE

Industrial Trainee

October 2023 - February 2025

Nykaa (FSN E-commerce Ventures Limited) – Treasury

Mumbai

- Prepared **fund planning** for Working Capital Demand Loans (WCDL) and other borrowings to meet payment requirements and for deployment of surplus funds to **optimize cash flow management**.
- Monitored **foreign currency exposure** and implemented hedging strategies to manage financial risks.
- Handled banking operations and compliances, including submission of **Annexure-1, FFR-1 & FFR-2, covenant reporting, co-ordination for pari-passu and UFCE requirements**, along with documentation for stock audits.
- Led **reconciliation of insurance entries** with the P2P team after facilitating insurance endorsements, ensuring accurate proration of prepaid expenses and provisions with proper category-wise allocation.
- Prepared **monthly stock statements** for bank submission, ensuring compliance, alignment with inventory & financials.

Article Assistant

March 2022 - September 2023

G A Raghani & Co. (Vinod Dhankani & Co.) – Direct Tax & Audit

Mumbai

(A renowned mid-tier firm handling clients in Infrastructure, Pharmaceutical, and other varied industries)

- Conducted **tax audits** under Section 44AB, including preparation of Form 3CD & ensuring compliance with tax provisions.
- Handled complete **TDS compliance** including deduction & filing of **Form 24Q/26Q** through TRACES portal, along with preparation and e-filing of **Income Tax Returns** for individuals, firms, and companies as per Income Tax regulations.
- Performed **concurrent audits of bank branches**, including review of daily transactions, loan documentation, compliance with RBI norms, and year-end physical verification of cash and ATM balances, along with preparation of audit reports.
- Assisted in **statutory audits of companies** by verifying financial records, evaluating internal controls, and ensuring compliance with accounting standards and regulatory requirements.

SKILLS

- Soft Skills:** Strong interpersonal and business communication abilities, Versatile and solution-focused
- Technical Skills:** Proficient in Microsoft Office Suite in Excel, PowerPoint, and Word along with enterprise systems

CERTIFICATIONS & COURSES

- Certified in BE 10X - **Introductory AI Workshop**, having exposure to tools like ChatGPT, Merlin, Co-pilot & Gamma.
- Udemy - **Financial Analyst Course (In Progress)**: Focused on data analysis, financial reporting, and model building.

ACHIEVEMENTS

- Exemption in Advanced Financial Management & Integrated Business Solutions in CA Final
- Exemption in Accounts & Law in CA Intermediate
- 100/100 in Accounts in Higher Secondary Certificate (HSC)

INTERESTS

- Enthusiastic about financial markets and personal investing, with a growing interest in equity & mutual funds
- Involved in social impact initiatives aimed at education, empowerment & inclusive growth within underserved communities
- Driven about leading a fitness-focused lifestyle that supports mental clarity, resilience, and long-term health