

Tejas Vikas Tattoo

Chartered Accountant, B.Com

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EDUCATION

Course	Year	Institution	Score	Remarks
CA Final	2024-25	ICAI	315/600	1 Exemption in DT-61
CA Intermediate	2021-22	ICAI	467/800	4 Exemptions in Law & Costing-61 , AdvAcc & FMEco-66
CA Foundation	2020	ICAI	230/400	Secured 50+ in All subjects and 60+ in 1 subject
Bachelor of Commerce	2023	Pune University	8.79 CGPA	Passed with Final Grade: A+
HSC	2020	Maharashtra State Board	550/650	Passed with distinction
SSC	2018	Maharashtra State Board	466/500	Secured 1st Rank in school

WORK EXPERIENCE

Articled Assistant

Mar 2022 - Mar 2025

Kamal Mahesh Nagpal & Associates

Nashik, Maharashtra

(A boutique CA firm in Nashik offering personalized tax planning and compliance with over 300 clientele in the Direct and Indirect Taxation operating for over a decade.)

Indirect Taxation

- Prepared and filed **70+ Monthly GST returns**, including **GSTR-1** and **GSTR-3B**, ensuring timely **compliance**.
- Worked on latest **IMS portal** for GSTR-2B generation.
- Applied **blocked credit** provisions under **Section 17(5)** to ensure accurate and compliant ITC claims.
- Coordinated** with clients for vendor-wise **ITC mismatch** resolution and rectification before return filing.
- Managed **20+ Quarterly GST filings** under the composition scheme through **GST CMP-08** and **Annual GST Filings GSTR-4**.
- Handled the preparation, reconciliation, and filing of **30+ Annual GST returns (GSTR-9)** and **Self-Certified Reconciliation Statement GSTR-9C**, ensuring compliance with statutory requirements and accuracy in reporting.
- Performed **Reconciliation of GSTR-2B and GSTR-2A** with books to validate Input Tax Credit and ensure GST compliance.
- Applied correct **HSN/SAC** codes and ensured compliant reporting under GST.
- Executed **DRC-03** payments, ITC Reversals and challans through **Form PMT-06**.
- Handled **GST registration** and **amendment** processes, including changes to principal place and contact details.
- Conducted multiple **GST technical sessions** for team awareness and compliance readiness.
- Managed **e-Way Bill** generation process and ensured timely documentation for goods movement under GST.

Direct Taxation

- Conducted **50+ Tax Audits** of diverse Proprietorship and Partnership Firms under **Section 44AB**, ensuring **compliance** with statutory requirements.
- Filed **100+ Income Tax Returns** (ITR-1 to ITR-4) for Individuals, Family-owned businesses, firms and proprietorships. Reconciled Annual Tax Statement (Form 26AS), AIS & TIS with books.
- Contributed to ensuring **TDS compliance**, as well as preparing and submitting **100+ quarterly returns** in Form 24Q/26Q/27EQ, including rectification of revised TDS statements.
- Facilitated structured **training sessions** and authored **detailed SOPs** to enhance efficiency and maintain standardization in routine operations.

SKILLS & CERTIFICATIONS

Domain Certifications: Indirect Taxation Masterclass by CAMonk
Software Tools: CompuGST, GST Utilities, Tallyprime, Taxbasepro,
Tools: Advanced MS Excel, Google Sheets, MS Word, MS Powerpoint ; **Certifications:** Data Analysis using Excel (Upgrad)
AI Tools: ChatGPT, Mircosoft 365 Copilot, Grok AI, Perplexity ; **Certifications:** Generative AI Foundations (Microsoft)

EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Achieved success in **elocution competitions** through consistent participation, reflecting effective **public speaking** abilities.
- Completed **Elementary & Intermediate Drawing Examination** conducted by Government of Maharashtra.
- Awarded Maharashtra State Certificate in Information Technology (**MSCIT**) certification with a top-tier score of **96/100**.