

PROFESSIONAL SUMMARY

A Chartered Accountant with more than three years of experience, specializing in using financial analysis to drive optimal tax outcomes. I am skilled in managing comprehensive direct tax compliance, from precise ITR and TDS filings to strategically managing Advance Tax and reconciling with Form 26AS/AIS. My expertise covers end-to-end GST compliance and returns filing, including complex reconciliations and providing advisory on both direct and indirect tax matters. I am proficient in preparing and analyzing financial statements, using insights to identify opportunities for tax efficiency and contribute to strategic financial planning, ensuring a solid compliance framework and enhanced profitability

EXPERIENCE

Account and Tax Manager | Shubh Labh Silk Mills | Bhiwandi, MH

August 2024 - Present

- Maintained comprehensive accounting records, including ledgers for sales, purchases, and expenses. Expertly finalized annual financial statements and managed all financial reconciliations.
- Spearheaded comprehensive Goods and Services Tax (GST) compliance, including the timely filing of GSTR-1, GSTR-3B, and annual returns.
- Managed the end-to-end process of GST reconciliation, meticulously matching sales and purchase data with books of accounts to ensure accurate Input Tax Credit (ITC) claims.
- Collaborated with external auditors, providing detailed GST-related documentation for successful audit completion.
- Oversaw comprehensive direct tax compliance, filing TDS returns with a focus on timely payments. Provided advisory on tax planning strategies to optimize tax positions.
- Played a key role in the finalization of financial statements and assisted with other core accounting functions, including ledger scrutiny, finalization of accounts, and assisting with income tax-related tasks.
- Provided expert advisory services on complex GST matters, ensuring full compliance and tax efficiency like applicability of GST on freight charges, reverse charge mechanisms and GST implications for rental income from commercial properties
- Assisted in the successful implementation and compliance of e-invoicing systems, ensuring seamless integration and adherence to all regulatory requirements.

Article Assistant | CA Sanjay Vora and Co. | Mulund, MH

March 2021- August 2024

- Spearheaded end-to-end GST compliance, overseeing all registrations, amendments, and meticulous reconciliation of GST data with financial records.
- Managed the accurate and timely filing of all GST returns (GSTR-1, GSTR-3B) and ensured optimal Input Tax Credit (ITC) utilization.
- Resolved complex mismatches and discrepancies between GSTR-2A/2B and internal purchase data for a large entity ensuring accurate ITC claims.
- Oversaw comprehensive income tax compliance, including the preparation and filing of ITRs for individuals, firms, and companies. Expertly managed all TDS returns and resolved corrections/mismatches to ensure seamless tax administration.
- Managed the end-to-end financial planning process for direct tax, which involved computing estimated income, forecasting tax liability, and strategically managing Advance Tax payments to optimize company cash flow.
- Extensive experience in tax audits, from data preparation to reporting. Expertly handled TDS compliance, filing returns for 24Q, 26Q, and 27EQ and also reconciled data with Form 26AS and AIS and processed necessary corrections.
- Developed and performed financial forecasting for multiple companies. This process involved leveraging historical financial data, computing key performance ratios, and strategically estimating future financial performance to provide actionable insights and support long-term business planning.
- Managed and assisted in conducting various audits, including tax audits, statutory audits, and internal audits, for clients across different sectors. This involved preparing audit working papers, verifying financial records, and drafting audit reports.
- Provided expert advisory services on complex tax regulations and planning. Assisted senior partners in drafting replies to tax notices and supporting documentation for tax litigation
- Led and mentored a team of junior accountants, effectively delegating tasks and managing a high-volume workload to consistently meet strict statutory deadlines for multiple clients.

EDUCATION		CERTIFICATES	SKILLS	SOFT SKILLS
<div>Chartered Accountant</div> <div>Institute of Chartered Accountants of India</div> <div>Group 1- May 2025</div> <div>Group 2-May 2024</div>	<div>Bachelor of Commerce</div> <div>University of Mumbai</div> <div>June 2021</div>	<div><div>• Power BI Financial Reporting and Analysis - Udemy</div><div>• ADV ITT/ITT - ICAI</div><div>• GMCS/OT - ICAI</div></div>	<div>Accounting & Taxation : -</div> <div>GST TDS ITR Finalization of Accounts ROC Filings 26AS & AIS Reconciliation TDS Corrections</div> <div>Compliance & Audit :-</div> <div>Statutory Audit Internal Audit Tax Assessments Regulatory Compliance</div> <div>Tools :-</div> <div>Tally ERP MS Office (Excel, Word) Tax Software Power BI</div>	<div><div>• Attention to Detail</div><div>• Organizational & Time Management</div><div>• Analytical Problem-Solving</div><div>• Effective Client Communication</div><div>• Professional Integrity & Ethics</div></div>