

Jay Khiloshiya

Chartered Accountant | BCOM

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SUMMARY

A qualified Chartered Accountant with the desire to secure a responsible career opportunity that can help me grow & deliver my potential. I can perfectly fit into a challenging role where I can use my technical knowledge and analytical skills to provide top notch services to the organization.

Technical skills

Zoho Books
Quickbooks
Pro Tax

Microsoft Power Point
Microsoft Word
Microsoft excel

Accessibility
Responsive Design
Compu Office

Professional experience

Ahuja Valecha & Associates

Nov 2024 - July 2025

- Led a team of 7 in preparing and delivering MIS reports, managing client communications, and reviewing transaction accounting.
- Handled compliance activities, including the preparation and review of GSTR-1, GSTR-3B, TDS workings, and maintaining the compliance dashboard.
- Oversaw the preparation and reconciliation of GST, TDS, and bank statements to ensure accuracy and timely reporting.
- Supported statutory audits by coordinating audit requirements and drafting financial statements.

Ratan Rathi & Co

Apr 2023 - Apr 2024

- Took charge of statutory audits for corporate clients, ensuring accuracy and compliance while working closely with finance teams.
- Handled concurrent audits of PSU banks, reviewing daily transactions and helping improve internal controls.
- Actively worked on ITR filings, tax audits, and GST matters, making sure clients met all deadlines and stayed compliant.
- Gained hands-on exposure to a mix of audit and taxation work, balancing fieldwork with reporting and client coordination.

Umesh Agrawal & Associates

Feb 2019 - Feb 2022

- Part of the statutory audit team, involved in audit planning, execution, and finalization.
- Helped prepare and finalize financial statements in line with accounting standards.
- Filed income tax returns and supported with income tax audits.
- Handled GST filings, including monthly/quarterly returns, annual returns, and GST audits.
- Managed day-to-day accounting work, including data entry and reconciliations.
- Took care of TDS and TCS compliance, including return filing and reporting

EXTRA CURRICULAR ACTIVITIES

Certifications and Training

- Completed 100 hours of Information Technology Training in accordance with the requirements of "The Institute of Chartered Accountants of India."
- Partially Managing family owned business

Other activities

- Represented school at State level badminton tournament
- Guided people about social corporate responsibility at a seminar
- Executed tree plantation program under Lions club

EDUCATION

| SSC | HSC | BCOM | CA - CPT | CA - IPCC | CA - FINAL |
|----------------------------------|----------------------------------|------------------------------|----------|--|--|
| Maharashtra State Board Mar 2014 | Maharashtra State Board Apr 2016 | Amravati University Dec 2022 | Dec 2016 | Group 1: Nov 2018 Group 2: Nov 2020 | Group 1: May 2025 Group 2: May 2023 |

INTERESTS

- Gardening and bird watching
- Reading books
- Outdoor sports