

| <div>Payal Achhra</div> <div>Chartered Accountant</div> | | | | |
|---|-------------|-------------------------------|----------|--|
| Contact : +91 9623961053 | | payalachhra5@gmail.com | | www.linkedin.com/in/capayalachhra |
| EDUCATION | | | | |
| COURSE | YEAR | INSTITUTION | MARKS | REMARKS |
| CA Final Group 2 | November-24 | ICAI | 150/300 | Cleared in first attempt. |
| CA Final Group 1 | May-24 | ICAI | 150/300 | Cleared in first attempt. |
| CA Inter Group 2 | July-21 | ICAI | 265/400 | Cleared in first attempt with exemption in 3 subjects. |
| CA Inter Group 1 | November-20 | ICAI | 237/400 | Cleared in first attempt with exemption in 2 subjects. |
| CA Foundation | November-19 | ICAI | 236/400 | Cleared in first attempt. |
| B.COM | April-22 | Savitri Phule Pune University | A+ Grade | Specialization in Business Entrepreneurship. |
| H.S.C (XII) | February-19 | Maharashtra State Board | 83.08% | Scored 98 in Accounts. |
| S.S.C (X) | March-17 | Maharashtra State Board | 77.40% | Scored 80+ in Mathematics. |
| ARTICLESHIP EXPERIENCE | | | | |
| Shah Khandelwal Jain & Associates | | (October 2021-January 2022) | | |
| S Gautam & Associates | | (February 2022-October 2024) | | |
| Indirect Taxation : | | | | |
| •Performed GST audits and filed annual returns for trading/manufacturing clients with turnovers between ₹5 Cr and ₹40+ Cr . | | | | |
| • Passed entries for GST liabilities and ITC adjustments during month-end and year-end closing . | | | | |
| •Prepared periodical tax returns (GSTR-1 and GSTR-3B), enhancing client satisfaction and compliance. | | | | |
| •Successfully performed GST Reconciliations of a company with a turnover of 300 Crores . | | | | |
| •Assisted in periodic reviews to determine the eligibility of Input Tax Credit . | | | | |
| Direct Taxation : | | | | |
| •Prepared and filed Tax Audit Reports (Form 3CA/CB-3CD) for various clients including Pvt Ltd Companies with turnover ranging from Rs. 10 Crores to 200 Crores . | | | | |
| •Advised clients about matters relating to TDS/TCS provisions like sections 194C, 194Q , etc. and timely compliance with TDS provisions thereby reducing the risk of fines/penalties. | | | | |
| •Prepared and filed Income Tax Returns of individuals and corporates . | | | | |
| Statutory Audit : | | | | |
| • Conducted Statutory Audit of a Public Ltd Company having a turnover of 200+ Crores . | | | | |
| • Compiled audit documentation, reports, and financial statements in compliance with Schedule III for management review. | | | | |
| • Executed audit procedures and finalized books of accounts for statutory and tax audits, handling turnover ranging from Rs. 10 Crores to 200 Crores . | | | | |
| • Executed accounting assignment and ensured quality delivery of a client having turnover of 2+ Crores thereby enhancing client satisfaction. | | | | |
| WORK EXPERIENCE | | | | |
| Capgemini | | (March 2025-Present) | | |
| Others : | | | | |
| •Assisted the finance team in support tasks related to employee cost forecasting and headcount reporting . | | | | |
| •Observed and familiarized with internal reporting tools and processes including ISOW data tracking and budget analysis . | | | | |
| SKILLS | | | | |
| Technical Skills | | | | |
| MS Office, Tally ERP & Prime, Winman, Tax Power | | | | |
| Soft Skills | | | | |
| Communication, Adaptability, Problem-Solving, Critical Thinking & Teamwork | | | | |
| CERTIFICATES & ACHIEVEMENTS | | | | |
| • Mentored junior colleagues during articleship period | | | | |
| • Completed Information Technology & Orientation Programme of ICAI | | | | |
| • Completed Advanced Information Technology & MCS Programme of ICAI | | | | |
| PERSONAL DETAILS | | | | |
| Languages Known: | | English, Hindi, Sindhi | | |