

# CA UDIT JAIN

Chartered Accountant, B.Com

## SUMMARY

A dedicated and skilled Chartered Accountant looking to support an organization that offers a challenging professional environment and significant career advancement opportunities.

## PROFILE

📞 +919229944944

✉ ca.uditsjain@gmail.com

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## EDUCATION

CA - Final Group - 1 📅 May - 25

CA - Final Group - 2 📅 Nov - 23  
ICAI

Secured Exemptions in Sfm and Eco Law

CA - IPCC 📅 July - 21  
ICAI

Secured 2 exemption

Bachelor of Commerce 📅 2016  
Barkatullah University

## SKILLS

**Software:** MS Office, Tally ERP, Prime, Income Tax Return Filing Software (Genius, Taxpro, ST-Easy, Winman), GST Return filing Software (ST-Easy, Winman)

**General:** Excel, Word, Power Point

## AWARDS AND CERTIFICATES

- Business Builder Award:** Recognized at work for contributions to business growth and development.
- Scouts & Guides Certificate:** Awarded for participation and achievements within the Scouts & Guides program.
- Nagar Palika Certificate (Drama):** Received from the local municipality for participation in a theatrical performance.
- Shot Put Certificate:** Awarded for achievement in shot put.
- Green Olympiad Certificate:** Successfully completed the Green Olympiad, demonstrating environmental awareness.

## LANGUAGE

- English
- Hindi

## EXPERIENCE

### Accounts Associate

📅 Jul 2021 - Sep 2024

Khushal Jain & Co. - A reputed CA firm established over 20 years ago, serving 500+ clients across diverse industries.

### Audit & Assurance

- Finalized accounts for 30+ entities, preparing financial statements in accordance with Accounting Standards.
- Conducted vouching and ledger scrutiny of key heads: income, expenditure, fixed assets, and bank accounts.
- Prepared and reviewed CARO Reports, ensuring compliance with the Companies Act, 2013.

### Taxation (Direct Tax)

- Filed 100+ Income Tax Returns and TDS Returns, ensuring 100% timely compliance with statutory deadlines.
- Prepared over 25 Tax Audit Reports and offered consultancy on Chapter VI-A deductions, capital gains, and TDS/TCS matters.
- Handled notices and rectifications, ensuring minimum tax exposure.

### GST Compliance

- Filed 200+ GST Returns (GSTR-1 and GSTR-3B) across clients in manufacturing, service, and trading sectors.
- Managed GST registrations, amendments, and responded to 10+ departmental queries.
- Ensured accurate reconciliation and compliance with Input Tax Credit (ITC) provisions.

### ARTICLESHIP EXPERIENCE

📅 Aug 2018 - Jun 2021

Ashok Rao & Co., Nariman Point Mumbai - Well-known and established firm with over 50 years of experience in serving a diverse range of clients

- Executed Tax Audit Assignments for 20+ Private Limited Companies across manufacturing, trading, partnership firms, and proprietorship concerns, ensuring compliance with statutory audit requirements
- Assisted in implementing standard audit procedures, including vouching, verification of expenses, and ledger scrutiny, to validate the authenticity and accuracy of financial records
- Conducted detailed reading and review of financial statements and contributed to the drafting and finalization of audit reports
- Prepared and filed Income Tax Audit Reports, Income Tax Returns, and TDS Returns for over 100 clients, spanning various industries and business structures
- Provided expert consultancy on Chapter VI-A deductions, capital gains, TDS/TCS matters, and facilitated preparation and filing of Form 15G/15H
- Offered support in GST Advisory and Enterprise Compliance, including preparation and filing of GST Annual Returns (GSTR-9 & 9C), and handling related audit procedures