

# Dhruvi Jain

## Chartered Accountant | Mumbai

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### CAREER OBJECTIVE

Chartered Accountant (May 2025 pass-out) with strong analytical skills and practical experience in GST litigation, advisory, and due diligence for clients in medical, education, and gaming sectors. Worked with corporates having turnover exceeding ₹500 crores. Seeking challenging opportunities to apply comprehensive financial expertise and strategic insight in a dynamic professional environment.

### EDUCATION

QUALIFICATION	INSTITUTION	YEAR	RESULT	EXEMPTIONS
CA Final	ICAI	May-25	50%	Adv Financial Management & Integrated Business Solutions
CA IPCC	ICAI	Nov-22	56.38%	Exemption In Law, Costing & Advance Accounting
B. Com	KC College, Mumbai	2022	95%	CGPI – 9.01 and O grade in all the subjects.
HSC	KC College	2019	84.76%	Scored 95 Marks in Accountancy and 93 Marks in Mathematics
SSC	The Bishop's School	2017	89%	Scored 93 marks in Mathematics

### PROFESSIONAL EXPERIENCE

#### PUNEET SINGHVI & ASSOCIATES, MUMBAI

Manager | Dec 2024 – Present

GST Litigation	<ul style="list-style-type: none"><li>• <b>GST litigation matters</b> including drafting and responding to Intimations, Show Cause Notices, and reviewing departmental orders across multiple industries including <b>Listed entities</b></li><li>• Drafting <b>submissions and filing GST Appeals</b>, for clients ranging from <b>small to listed companies along with a renowned Ecommerce retail company in India</b>.</li><li>• Prepared, compiled, and submitted required documentation and reconciliations for <b>GST Departmental Audits</b>, for timely submissions</li></ul>
Advisory	<ul style="list-style-type: none"><li>• Prepared <b>GST advisory opinions</b> on complex issues across sectors such as Telecom, Education, Joint Operations.</li><li>• Provided <b>advisory on accounting, TDS, and GST compliance</b> to an <b>online gaming company</b>, ensuring alignment with sector-specific tax frameworks</li><li>• Conducted <b>financial and tax due diligence</b> of a <b>pharmaceutical company</b>, including financial analysis and risk identification</li><li>• Researched tax laws, case laws and other information to provide support to the litigations.</li><li>• Worked on <b>strategic advisory</b> on indirect tax implications and <b>business structuring</b> across hostel industry.</li></ul>

#### TATA STARBUCKS PVT. LTD., MUMBAI

Industrial Trainee | Jul 2023 – Oct 2024

Project Finance	<ul style="list-style-type: none"><li>• Managed store launch Process, and negotiating vendor contracts.</li><li>• Extracting data from SAP, vendor payments, and retention tracking.</li><li>• Prepared MIS reports and internal analysis.</li><li>• Coordinated with cross-functional teams to the financial plans and timelines for new store launches.</li><li>• Gained basic understanding of SAP as well as FPNA, and FR while working there.</li></ul>
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#### AMBAVAT JAIN & ASSOCIATES

Article Assistant | Oct 2021 – Jul 2023

Taxation	<ul style="list-style-type: none"><li>• Assisted in <b>registrations</b> under <b>GST, Professional Tax, and Income Tax</b> for individuals and entities</li><li>• Preparing <b>of financial statements</b> for various companies and individuals as per applicable AS.</li><li>• <b>Data compilation and documentation</b> for scrutiny assessments and reassessments, ensuring timely and accurate submissions to tax authorities</li><li>• Managed <b>end-to-end GST, PTEC, and PTRC compliance</b>, including monthly and quarterly computation, return preparation, and on-time filings across multiple clients</li></ul>
Audit	<ul style="list-style-type: none"><li>• Independently handled <b>GST Audits</b> and <b>Annual Return filings</b> for multiple clients across sectors, along with Reconciliation, ensuring accuracy and timely compliance</li><li>• Participated in <b>Bank Audits</b>, ensuring precise adherence to <b>audit procedures</b> and <b>statutory requirements</b></li><li>• Contributed to <b>Statutory Audits</b> of companies in diverse industries including <b>HR consulting, bullion trading, restaurants with e-commerce operations</b>, and others</li><li>• Assisted in <b>Tax Audits</b> and <b>Statutory Audits</b>, including preparation of detailed <b>audit reports, working papers, and Filings</b></li></ul>

### EXTRA CURRICULAR ACHIEVEMENTS

Technical skills	• Proficient in MS Excel, MS Word, Tally ERP 9, GST filings, Auditing, Research and Analysis
Strengths	• Analytical & Problem-Solving • Interpersonal & Communication • Quick Learning and adapting • Diverse exposure: Medical, Education, Gaming etc sectors • Trading & Market Exposure
Other Achievements	• Won Govt Scholarship in school for excellence in analytical reasoning through competitive examination • Secured 2 <sup>nd</sup> Prize in a State Level Abacus Competition
Hobbies	• Design and Sketching • Traveling and exploring new cultures • Practicing Yoga and Meditations • Playing Chess