

Swati Arumugam Konar

Chartered Accountant

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📍 Dombivili, Maharashtra

OBJECTIVE

To work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with a positive attitude and efficiency

EDUCATION

COURSE	YEAR	PERFORMANCE	REMARKS
CA Final (Group I)	May 2025	57.67%	Exemption in Advanced Financial Management and Integrated Business Solutions.
CA Final (Group II)	May 2024	56.67%	
CA Intermediate	July 2021	52.25%	Exemption in Accounting, Corporate Law and Financial Management.
CA Foundation	Dec 2019	62.75%	Exemption in all subjects except Business Mathematics.
B.com	Mar 2022	CGPI-9.62	Specialization in Accounting and Finance.
Class XII	Mar 2019	88.3%	-
Class X	Mar 2017	84.4%	-

ARTICLESHIP EXPERIENCE

Article Assistant

📅 Oct 2021- Oct 2024

Bhat Kelkar & Co.

📍 Mumbai, India

During my articleship at a mid-sized chartered accountancy firm, I gained well rounded exposure to both direct and Indirect taxation. I also gained hands on experience in various compliances and procedural aspects under the Companies Act,2013, particularly those involving the registrar of companies (ROC).

Taxation

- Filed over **100 income tax returns** of individuals, firms, charitable trusts and companies, implementing tax planning strategies to optimize liabilities and ensure regulatory compliance.
- Conducted **Statutory and Tax audits u/s 44AB** of firms and private companies, preparing form 3CB/CD with focus on disallowances, depreciation, advance tax and TDS for clients with turnover upto **Rs. 10 crore**.
- Handled TDS compliance, including preparation and **filing of TDS returns** (24Q, 26Q, 26QB).
- Assisted in **assessment proceedings** by drafting replies to notices under sections 143(1), 143(2), 148 and 154 involving cases upto Rs.50 Lakhs.
- Assisted in **GST registration, return filing** (GSTR-1, GSTR-3B, GSTR 9 and GSTR-9C).
- Performed **GST reconciliations** with books of accounts and GSTR-2A/2B to ensure proper Input tax claims.

MCA Compliances and Other areas

- Drafted and finalized Balance Sheet, Profit & Loss Account, and Notes to accounts in compliance with **Schedule III of Companies Act,2013**
- Prepared and submitted documents for **incorporation of LLP and private limited company** as well as handled filings related to appointment/resignation of directors, application for new DIN, change in registered office etc.
- Prepared **projected financial statements** for Loan proposals and Compliance purposes.

SKILLS

Tools : Tally ERP 9, MS Excel (PivotTables, VLOOKUP), GST and Income tax portals, MCA Portal and DSC utility.

Soft Skills : Strong analytical and problem solving skills, Client relationship management, Quick learner with strong work ethic.

PERSONAL DETAILS

- Date of Birth: 23/06/2002
- Languages known: English, Hindi, Marathi,