

## **Yogini Tanna**

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### **EDUCATION**

<b>Course</b>	<b>Year</b>	<b>Institution</b>	<b>Marks</b>	<b>Remarks</b>
Chartered Accountancy Course	2025	The Institute of Chartered Accountants of India	CPT- 112/200 IPCC- 356/700 Final-306/600	<b>CPT-</b> Cleared <b>IPCC-</b> 1 Exemption in Tax <b>Final-</b> 1 Exemption in Advanced Financial Management
LL.B	2018	Mumbai University	440/800	Secured 65/100 in Law of Evidence
B. Com.	2015	Mumbai University	534/700	Secured 91/100 in Psychology of Humans at Workplace
Class XII	2012	Maharashtra Board	448/600	Secured 86/100 in accounts
Class X	2010	Maharashtra Board	483/550	Secured 145/150 in Mathematics

### **WORK EXPERIENCE**

**Articled Assistant, Kagrana & Associates, Mumbai**

**Feb 2016 -Dec 2019**

Leading CA Firm in Mumbai, offering personalized tax planning, statutory audits, Tax Audit, Bank Audit with more than 200+ Client.

#### **Taxation**

- Prepared and analyzed **Tax Audit Reports** for over **20+ clients**, including individuals, firms, HUFs, hospitals, and companies, ensuring compliance with statutory formats such as Form 3CA-3CD, Form 3CB-3CD, and Form 10B for charitable trusts.
- Independently prepared and filed over **50+ Income Tax Returns** for a diverse client base, with incomes ranging from **Rs.100 to Rs.1 Cr.**, ensuring accuracy and compliance.
- Advised clients** regarding compliances of **TDS Provisions** like sections 194C, 192 etc. as well as other provisions of Income Tax and solved problems regarding the same.

#### **Statutory Audit**

- Analyzed draft Financial Statements** including notes to accounts of companies and scrutinized compliances of TDS as well as applicable Accounting Standards.
- Led a team of 3 members** to compile detailed audit reports for partnership firms and hospitals, ensuring adherence to statutory requirements and delivering actionable insights.
- Scrutinized** ledgers, reconciled debtor and creditor balances, **vouched** income & expenditures.

#### **Miscellaneous**

- Finalized financial statements** and accounts for sole proprietorships and partnerships, ensuring compliance with accounting standards and statutory requirements.
- Responsible for bookkeeping, documents maintenance, maintenance of accounts, finalization of books for audit.

### **EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS**

- Passed with **Grade B** in State Level Intermediate grade drawing examination.
- Coaching students of 11<sup>th</sup>, 12<sup>th</sup> standard in private classes.
- Volunteered for Law College Events.

### **ADDITIONAL SKILLS**

**Additional Skills:** Working knowledge of Tally ERP 9, MS-Word, MS-Excel, CompuTax & CompuTDS Software.

**Languages:** Fluency in English, Hindi and Gujarati.