

Bhavika Jain

Chartered accountant | B.com

Phone: +91 8955764775
Address: Vaishali Nagar, Ajmer(Rajasthan)
E-mail: bhavikaj2232@gmail.com
LinkedIn: <https://www.linkedin.com/in/bhavika-jain-058240373>
DOB: 23/07/2002

ACADEMIC AND PROFESSIONAL QUALIFICATION

Course	Year	Institution	Marks	Remarks
CA Final	May 2025	ICAI	56.17%	Exemption in 2 Subjects
B . Com.	2023	MDSU, Rajasthan	78.5%	First Division
CA Intermediate	2022	ICAI	52.5%	Exemption in 2 subjects
CA Foundation	2020	ICAI	52%	-
CBSE - Class XII	2020	MPS, Ajmer	92.4%	Scored 90+ marks in 4/5 subjects
CBSE - Class X	2018	MPS, Ajmer	88.2%	Scored 90+ marks in 2/5 subjects

WORK EXPERIENCE

1. Articled Assistant, H.M. Singhvi & Co., Jaipur

Feb 2023 - Mar 2025

- Contributed to **tax compliance and statutory audits** for a diverse clientele, including individuals, partnerships, and corporate entities—most notably a **manufacturing firm** with a **turnover exceeding ₹52 Cr** in the electrical components and transformer equipment sector.
 - Collaborated with senior auditors in executing core audit procedures such as **vouching, expense and revenue verification, GST reconciliation** of an authorized Hyundai dealership with a **turnover exceeding ₹201 Cr**, engaged in vehicle sales, servicing, and customer support.
 - Conducted inventory verification by **reconciling physical stock with recorded data** to ensure accuracy and identify potential discrepancies.
 - Maintained meticulous financial records while ensuring adherence to applicable accounting standards and regulatory requirements across multiple client accounts.
 - Drafted and submitted detailed replies to notices issued under Section 73 and 74 of the CGST Act, addressing allegations of tax shortfall, ITC mismatch, and procedural non-compliance.

2. Articled Assistant, CA Priyanshu Agarwal & Co., Ajmer

Mar 2022 - Feb 2023

- Supported the preparation and **timely filing** of monthly and quarterly **GSTR-1 and GSTR-3B returns for multiple firms**, ensuring accuracy and compliance under the supervision of senior professionals.
 - Calculated taxable income and determined tax liabilities under various heads of income for a wide range of clients—including salaried individuals, professionals, and partnership firms—and contributed to the **successful filing of over 20 income tax returns** under expert supervision.

ACHIEVEMENTS

- Participated in various events during the CA Day Celebrations organized by the ICAI Ajmer Branch.
 - Honored with the Young Jain Award (2020) for securing a meritorious position in Class XII.
 - Volunteered in social awareness campaigns conducted by NGOs, contributing to community welfare initiatives.
 - Secured positions in several co-curricular activities during school, including dance competitions and drawing contests.
 - Selected as a nominee for the school head girl post, acknowledging leadership potential and active participation in school activities.
 - Achieved exemptions in the following subjects:
 - CA Intermediate: Accounting, Advanced Accounting
 - CA Final: Financial Reporting, Indirect Tax Laws.

OTHER SKILLS

- **Technical Skills:** Tally, MS Excel, MS Word and MS Powerpoint
 - **Soft Skills:** Ability to Work in Groups and meet deadlines, Communication & Presentation Skills, Adaptability & Learning Agility and Analytical Thinking Approach.
 - **Languages known:** English and Hindi