

# MANSI KARTIK KAPADIA

## Chartered Accountant

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## CAREER OBJECTIVE

To contribute meaningfully to a growth-oriented organization by leveraging my knowledge and experience in a professional environment. Having around 8+ years of experience in the field of taxation, accounting and auditing, I aim to add value through my commitment, integrity and continuous learning, supporting both organizational success and personal development.

## EXPERIENCE

### Freelance Accountant & Tax Consultant

03/2024 - Present Mumbai

- Accounting and Income tax return filing of various corporate & Non-corporate Assesses.
- Preparation and filing of various monthly and quarterly GST and TDS returns, ensuring compliance with statutory deadlines.
- Guiding clients in matters related to payment of Advance tax, PAN/TAN applications, and other tax-related registrations.
- Coordinating with auditors and financial advisors for smooth execution of tax matters.

### Senior Executive Assistant

R I Jain & co.

12/2022 - 02/2024 Mumbai

- Preparation and filing of income tax returns of corporate & non corporate clients and maintaining working papers.
- Tax planning and optimization strategies to minimize tax liabilities within the legal framework.
- Preparation and filing of various TDS returns for Salaried and non-salaried persons.
- Assisted in internal audits for various clients, assessing financial records and operational efficiency.
- Identified potential financial risks and weaknesses in internal controls, providing actionable recommendations to mitigate risks and operation.
- Independently identified and reviewed GST and TDS compliances as part of internal audit procedures.
- Monitored the implementation of corrective actions, follow-up on unresolved issues, and provide support for ongoing risk.
- Prepared comprehensive audit reports, documenting findings and providing suggestions for process improvement.

## EDUCATION

### Chartered Accountant The Institute of Chartered Accountants of India

Marks

462 / 700

- CA Final(Group 1) May 2025 - 162/300
- CA Final(Group 2) Dec 2021 - 200/400
- Secured Exemption in
  - Financial Reporting
  - Advanced Financial Management
  - Economic Law

### L.L.B.

Mithibai Law College(JCCL)

Marks

482 / 800

10/2020 Mumbai

### Bachelor of Commerce

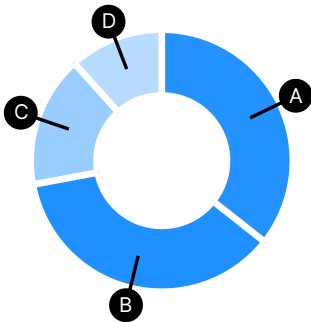
B.L. Amlani College of Commerce & Economics

GPA

6.32 / 7

03/2014 Mumbai

## MY TIME



- A Taxation
- B Accounting & finalization
- C Auditing
- D Consulting work

## EXPERIENCE

### Manager of Finance & Accounts

#### Mycitymytore.com Private Limited

03/2021 - 01/2022 Gujarat

- Accounting and finalization of books of accounts of the company.
- Handling of TDS, TCS and GST related compliances in an E-commerce Business and coordination for return filing.
- Preparing Payroll calculation for staffs Headquarter personals and other franchise staff and delivery Associate.

### Senior Accountant

#### M/S Speed Cargo Logistics

05/2018 - 12/2020 Mumbai

- Day to Day Accounting and Preparations of Tax Invoices.
- Preparing Bank Reconciliation statements and Payroll calculations.
- Coordination with Auditors regarding Return filings and for tax audit.

### Tax Consultant

#### M/S Unadkat & Co.

12/2017 - 03/2018 Gujarat

- Preparation of Income Tax Returns of Individuals, Firms etc.
- Day to day accounting and GST compliances of various clients.
- Maintaining compliance with statutory deadlines and ensuring accurate record-keeping.
- Preparation of computation sheets for income tax, GST liabilities, and Advance tax payments.

### Article Assistant

#### M/S Vipul Doshi & Co. & M/S K Bharat & Co.

03/2014 - 06/2017 Mumbai

- Preparation and filing of ITR along with computation of total income of Individuals, Partnership Firms, Companies, LLPs.
- Computation of TDS payable and filing of various TDS returns.
- Assisted in Tax Audit Finalization & Audit Report under section 44AB of Income Tax Act 1961.
- Handling of Income Tax Assessment and Scrutiny cases- Drafting, compliance and submission of papers to the department.
- Assistance in VAT Audit and related periodic vat returns monthly, quarterly, six monthly and annual vat returns.
- Preparation and filing of service Tax returns.

## TECHNICAL EXPERIENCE

- \* MSOffice (Excel, word, power Point)
- \* SAP - Basic Use for Auditing
- \* Tally Prime & ERP 9
- \* Winman
- \* Cleartax - Tax Cloud
- \* Genius

## PROFESSIONAL STRENGTH

### Core competencies :

- \* Never Give up Attitude
- \* Future Focused
- \* Object Oriented
- \* Team Player

## PERSONAL DETAILS

### Personal Profile

DOB	: 05/12/1993
Nationality	: Indian
Marital Status	: Married
Languages	: English, Hindi, Gujarati
Location	: Mumbai