

RAJVI P. SHAH

C A F I N A L I S T

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- Borivali, Mumbai.

PROFILE

Detail-oriented CA Finalist and enthusiastic accounting professional with over three years of experience in providing comprehensive audit and tax services. Proven ability to analyze financial data and prepare detailed reports, ensuring compliance with regulations. Possesses strong expertise in GST filings, tax audits, and financial reconciliations, bolstered by certifications in Information Technology and soft skills. Committed to leveraging analytical skills and technical knowledge to contribute effectively within a dynamic financial environment.

WORK EXPERIENCE

- Article Assistant at Sanjay C Shah & Associates, Mumbai (June 2020 - June 2023)
- Assisted in conducting thorough audits for various clients across multiple sectors, ensuring adherence to legal standards and best practices.
- Managed GST compliance tasks including GST returns preparation, GST reconciliation with GSTR-2B, and thorough audits of GST refund processes.
- Contributed to quarterly reviews and tax audits, streamlining processes and enhancing team efficiency.
- Prepared TDS returns and engaged in accounts writing, consistently delivering results ahead of deadlines.
- Collaborated on import-export regulatory requirements, ensuring compliance and proper documentation.
- Prepared GST returns and conducted monthly reconciliations for accurate GSTR filings.
- Led reconciliations of GSTR-1 and GSTR-3B, improving compliance and reducing discrepancies.
- Assisted clients with GSTR-9 preparation for better annual compliance understanding.
- Led quarterly financial statement reviews, identifying risks and process improvements.
- Contributed to tax audits, securing significant deductions for clients.
- Mehul A Shah & Co (November 2024 - March 2025) - Experienced in client handling, GST and Income Tax return filing, assessment procedures, and accounts writing.

EDUCATION

EducationChartered Accountancy
(CA) Institute of Chartered Accountants
of India

- CA Foundation, Passed in November 2018
- CA Intermediate, Group 1 cleared in November 2019
- CA Intermediate, Group 2 cleared in December 2021
- CA Final - Group 1 Cleared in November 2024
- And exemption in paper 6, appeared in May 2024

- Bachelor of Commerce (B.Com)**
Mithibai College, Mumbai
Graduation: 2021 ; Secured: 67%
- Higher Secondary Certificate (HSC)**
Mithibai College, Mumbai
Completed: 2018 ; Secured: 81%
- Secondary School Certificate (SSC)**
Sri Sri Ravishankar Vidya Mandir, Borivali
Completed: 2016 ; Secured: 88%

SKILLS

- Proficient in Cleartax and Tally
- Experienced in Winman software
- Strong knowledge of GST regulations and compliance Competent in tax audits, TDS returns, and accounts writing.
- Excellent analytical and problem-solving abilities
- Strong communication and interpersonal skills
- Team collaboration and project management

LANGUAGES

- English
- Hindi
- Gujarati