

# Ankita Suthar

Seeking a dynamic role in a reputed organization to apply and sharpen my professional skills and knowledge, grow professionally and add value to the organization.

## Contact

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## Highlights

- Exceptional interpersonal skills
- Confident and passionate
- Adaptive and Interactive
- Leadership and decision making
- Punctual and Dependable
- Build and maintain client relationship

## IT Proficiency

- Conversant with Tally ERP9 and Tally Prime.
- Well versed with MS-Office softwares such as Excel, Word, Power point.
- Well versed with Income tax portal.
- Familiar with Winman Software.
- Attended Power BI workshops.
- Well versed with WDM, HUB and ME-HIE trade related software.

## Education & Qualifications

- CA Final (Group1) – May,2025 (56.67%)
- CA Final (Group2) – May,2024 (50%)
- CA Intermediate (Group2) – November,2020, (52.5%)
- CA Intermediate (Group 1) – November,2019, (52%)
- CA CPT – June,2018, (52.5%)
- Bachelor of Commerce – June,2021, (7.59 CGPI)
- HSC – 2017-18, (81.08%)
- SSC – 2015-16, (91.40%)

## Experience

### CA Industrial Training - 09/2022 to 02/2024

#### HongKong and Shanghai Banking Corporation (HSBC), Mumbai

- Training and system entitlement assistance to clients for commercial banking digi-trade trainings
- Assisting clients to close export regularization, analyzing discrepancies and resolving queries.
- Assisting in issuance and follow ups for Financial Institutions counter bank guarantees
- Assisting in trade related transactions and closure of BRC in RBI's EDPMS portal

### Articled Assistant - 02/2021 to 08/2022

#### SGCO & CO. LLP (An affiliate of Kreston International), Mumbai (Maharashtra).

- Statutory Audit with compliance of Auditing Standards, CARO 2020 and Schedule III of Companies Act,2013.
- Assisted in Limited Review as per SEBI (LODR) regulations.
- Conducting tax audit, preparing reports and other relevant documents and annexures as per Income Tax Act,1961
- Assisted in filing of income tax returns and advance tax computation of corporate and non-corporate assessee across different sectors.

## Certification

- SPOM Examination conducted as per ICAI.
- Advancted ITT conducted as per ICAI.
- Advanced MCS (ICITSS) training conducted as per ICAI.
- Information technology and orientation training conducted as per ICAI.