

# CA Nisarg Doshi

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## Objective

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Self-Motivated, Goal Oriented and Responsible Professional, seeking a platform to enrich and exercise my skill and knowledge more efficiently while making a significant contribution to the success of the company.

## Experience

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- Suvjay Industries India LLP** June 2024 - Present  
Accounts Manager
  - Preparing data and filling of GST returns like GSTR-9, GSTR-9C, GSTR-1, GSTR-3B, ITC-04 (Job work return) and passing set off journal entry after reconciliation.
  - Preparing data and filing of GST refunds like Inverted Tax structure refund, Exports of goods without payment of tax refund, other category - deemed exports refund.
  - Preparing data for Transfer Pricing report.
  - Preparing MIS reports and analysing for betterment of business functions.
  - Actively engaged in tax planning of company.
  - Updating with amendments in tax compliance so that necessary changes can be made in SOPs for tax compliance.
  - Leading ERP implementation during initial phase of ERP and to suggest management regarding new developments which can be made for ease of monitoring at management level.
  - Setting automation process in ERP which can help in easing work.
  - Setting SOPs for accurately tracking end to end stock movement (i.e. process of procurement of goods to finished goods).
  - Providing cost working of the products at the time of adding new products to catalogue.
  - Comparing actual cost with cost working prepared at the time of new SKU sold
  - Preparing data for factory related compliance like for EPR, GPCB, ASI.
  - Submitting Stock statement, UFCE declaration to bank.
  - Supervising team deliverables to ensure accuracy, timeliness and compliance.
  - Acted as primary liaison for escalations and complex accounting issues.
  - Ensured prompt and clear communication to management and auditor on queries and documentation.
- Mistry and Shah LLP** February 2021 - February 2024  
Article Assistant

During course of articleship, I have gained experience in following areas:

  - Performed Statutory Audit and Limited Review Listed Company having Turnover >850 Cr (A large Cotton Textile company dealing in Cotton Bales and Yarn) .
  - Assisted in preparation of MIS Report such as Capital requirement report, Fund blockage report, Fund flow and Capital requirement report.
  - Performed Statutory Audit and Transfer Pricing report of Limited Liability Partnership having Turnover > 250 Cr (A large Manufacturer of Disposable Products)
  - Compliance and Providing services related to Foreign Trade Policy
  - Preparing of GST returns, GST Refund Application (Inverted Duty Structure Refund), GST Subsidy for Textile Industry, GST Registration, GST Annual Return -9/9C
  - Conducted Tax Audit and Tax Planning of Private Companies, LLPs, Partnership Firms, Proprietors.
  - Assist in Implementation of ERP Software in company for better Financial Reporting ( Implementation in tally)
  - Performed Statutory Audit and Transfer pricing report of private limited company having Turnover > 50 Cr (An IT company performing AI development and software for Hospital industry of USA)

## Education

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- ICAI** May 2025  
Chartered Accountant
- Gujarat University** April 2022  
Bachelor of Commerce

## Skills

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- Proficiency in MS Office including advance Excel, Power Query and Dashboard
- Communication ability
- Quick Learner
- Problem Solving
- Managing Team members

## Certification

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- Completed certified course of MS Excel with Coursera.
- Prepared a Financial Model of Listed Entity under guidance of an Experienced investment banker
- Completed certified course of MS Excel using AI

## Extra-Curricular Activities

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- Actively involved in Blood Donation Campaigns.
- Participated in Cyclothon spreading awareness towards Cancer.

## Projects

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- **ERP Implementation**
  - Led end-to-end ERP implementation across multiple departments, ensuring seamless integration with existing systems and business processes.
  - Managed the project timeline and resources, ensuring that milestones were met on schedule and within budget.
  - Conducted training and knowledge transfer sessions for users at all levels, promoting user adoption and proficiency.
  - Monitored post-implementation performance, resolving issues and optimizing system configurations to enhance operational efficiency.
  - Performed data migration and system testing, ensuring smooth data transfer and the accuracy of information.
  - Delivered regular status reports and presented findings to executive.
  - Improved business process efficiency by streamlining workflows and automating routine tasks via ERP capabilities.
- **Daily Production Report**

Setting SOP which helps to check daily production:

  - After entering production entries, a report of cost is generated which is compared with standard cost which is used for calculating SP.
  - If the difference is material, then thorough inspection is to be done. i.e. which process has went wrong and what is the route cause cost variation.

## Interests

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- Playing competitive sports or participating in team activities, highlighting teamwork and discipline.
- Learning through online courses, certification or workshops