

# DIANA NADAR

Chartered Accountant

+91-9892352219    dianabnadar@gmail.com    LinkedIn

R-1,Ch-1, Ganesh Krupa Chawl ,Opp Birla Clg , Indira nagar , Kalyan West-421301.

## SUMMARY

Motivated and team-oriented professional seeking exposure to corporate affairs with the aim of pursuing a challenging and growth-oriented career. Committed to contributing effectively to organizational goals and delivering results to the satisfaction of leadership by leveraging my skills, dedication, and continuous learning mindset.

## EDUCATION

Course	Year	Institution	Score	Remarks
Chartered Accountant (CA)	May 2025	Institute of Chartered Accountants of India	56.00%	Scored 77 in Advanced Financial Management
Bachelor of Commerce (B.Com)	2018	University of Mumbai	69.00%	Aggregate of Final Year University Examinations (Grade- B)
H.S.C. (Class XII)	2015	Maharashtra State Board	82.46%	-
S.S.C. (Class X)	2013	Maharashtra State Board	76.18%	-

## WORK EXPERIENCE

### Senior Accounts Executive

Dec 2021 Mar 2025

Sandeep Purvy & Associates

Seawoods, Navi Mumbai

- Led and executed accounting functions, tax compliance, and financial reporting for diverse clients across sectors
- Managed GST and income tax filings, supported statutory audits, and coordinated finalization of financial statements

### Internal Auditor

Dec 2020 Oct 2021

NS Rathi & Associates

Mulund, Mumbai

- Conducted internal audits for mid-sized enterprises, identifying control weaknesses and recommending process improvements
- Reviewed financial records, compliance reports, and supported management in risk mitigation strategies

### Article Assistant

Aug 2017 Aug 2020

Praveen Maniyar & Associates

Mumbai

- Gained hands-on experience in taxation, auditing, and accounting during CA Articleship
- Assisted in statutory audits, tax audits, TDS returns, and preparation of financial statements under senior supervision

## SKILLS

**IT & Soft Skills:** Advanced Excel, PowerPoint, MS Word, Data-driven financial analysis and reporting, Tally 9.0, Tally Prime, Spectrum

## CERTIFICATIONS

**ICITSS (Information Technology and Soft Skills)** (Institute of Chartered Accountants of India)

**AICITSS (Advanced Integrated Course)** (Institute of Chartered Accountants of India)

## RESPONSIBILITY & WORK EXPERIENCE

- Spearheaded end-to-end compliance processes under the Goods and Services Tax (GST), Income Tax Act, and Tax Deducted at Source (TDS) regulations, ensuring timely and accurate filing of statutory returns
- Executed tax audits for a diverse client portfolio including individuals, partnership firms, and private limited companies in accordance with regulatory standards
- Compiled and electronically filed comprehensive Tax Audit Reports in Form 3CA-CD and 3CB-CD, ensuring strict adherence to statutory timelines and audit frameworks
- Led the preparation and finalization of financial statements including Profit & Loss Accounts and Balance Sheets in compliance with applicable accounting standards
- Oversaw inventory management processes including stock record maintenance, periodic stock and pricing verification, and ensured alignment with internal controls and statutory requirements
- Conducted detailed reconciliations of accounts payable and receivable ledgers, along with bank reconciliations, to ensure financial accuracy and integrity of reporting systems

## KEY STRENGTH & PERSONAL ATTRIBUTES

- Quick learner with a strong commitment to delivering high-quality work
- Self-motivated individual with a consistently positive and proactive attitude
- Highly adaptable and flexible in dynamic work environments
- Focused professional with effective planning and time management skills

## PERSONAL DETAILS

Date of Birth : 20October 1997

Languages Known : English, Hindi & Tamil

Residential Address :R-1,Ch-1, Ganesh Krupa Chawl ,Opp Birla Clg , Indira nagar , Kalyan West-421301.

Place- Mumbai