

# CA Mitesh Chavda

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## CARRER OBJECTIVE:

CA Fresher with hands-on experience in statutory audits, tax filings, and financial reporting. Eager to apply analytical skills and compliance knowledge in a dynamic finance role

## ACADEMIC QUALIFICATIONS:

COURSE	YEAR	INSTITUTION	RESULT	REMARKS
CA Final	May 2025	ICAI	329/600	Exemption in 2 Subjects
B.Com	Apr 2024	Gujarat University	6.44 CGPA	
CA Intermediate Group-2	Nov 2022	ICAI	203/400	Exemption in 1 Subject
CA Intermediate Group-1	May 2022	ICAI	229/400	Exemption in 2 Subjects
CA Foundation	Nov 2020	ICAI	200/400	Exemption in 1 Subject
HSC	Mar 2020	Gujarat State Education Board	78.85%	
SSC	Mar 2018	Gujarat State Education Board	67.66%	

## WORK EXPERIENCE:

Article Assistant II P.K. Ajmera & Co., Ahmedabad

(August 2022 – July 2025)

- Performed 10+ **Statutory Audits** of a private limited company with a turnover up to ₹15 crores, ensuring compliance with regulatory and reporting standards
- Ensured compliance with the disclosure requirement under **Schedule III** and facilitated reporting in accordance with **CARO 2020**
- Conducted **Tax Audit** under Section 44AB for a client in the manufacturing industry and retail textile industry, delivering detailed reports in **Form 3CA-CD and 3CB-CD**.
- Gained hands-on experience in **ledger vouching, variance analysis, and ratio analysis**, which helped identify potential accounting risks and enhance financial reporting accuracy
- Assisted in the **statutory bank audit of nationalized bank** managing loans up to ₹50 crores, and actively participated in Snap audit of 50+ ICICI Bank branches
- Gratefully led a team of two articles in the statutory audit of a corporate client, overseeing audit planning, task allocation, and compliance checks – an experience that enhances my leadership and collaborative skills
- Prepared and filed 70+ **Income Tax Returns** for both corporate entities and individuals
- Reviewed monthly Statutory Compliances including **TDS, ESI, EPF and GST** by ensuring timely filing and accurate reconciliation between books and portal, including GSTR-2B matching to validate ITC claims, across clients in the manufacturing and retail sectors.
- Collaborated closely with clients during year end closing processes, contributing to the timely and accurate preparation of financial statements

## TECHNICAL SKILLS:

- Accounting Software: Tally ERP, Prime, CompuTax
- Productivity Tools: MS Excel, Word

## SOFT SKILLS:

- Quick Learner & Adaptable
- Team Collaboration
- Detail-Oriented & Analytical Thinking

## CERTIFICATES

- Completed Advance It & MSC Course as mandated by ICAI
- 'Financial Modeling and Forecasting financial statement' issued by LinkedIn Learning
- 'Using Data in Financial Analysis' issued by LinkedIn Learning