

CA JITENDRA SHARMA

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SUMMARY

Qualified Chartered Accountant with experience in taxation and financial reporting, backed by strong academic credentials and hands-on exposure through client servicing, tax compliance, and work in a private limited company.

PROFESSIONAL & ACADEMIC CREDENTIALS

Qualification	Institution	Year	% / Marks
CA – Final	The Institute of Chartered Accountants of India	May 2025 Nov 2024	316/600 (52.67%)
CA – Intermediate		2021	420/800 (52.20%)
CA – Foundation		2019	260/400 (65%)
B.COM	Sant Gadgebaba Amravati University	2019-2022	8.58 CGPA
Class XII	Maharashtra State Board	2019	84.92%
Class X		2017	91.80%

WORK EXPERIENCE

➤ Chandnani Enterprises Pvt. Ltd, Akola- Junior Executive

(Dec, 2024 - Mar, 2025)

Areas of Work:

- Applied for **subsidies and benefits under various government schemes** to maximize client advantage.
- Prepared **Credit Monitoring Arrangement (CMA)** and **Project Reports** for bank loan financing, involving **financial analysis and projections** for clients.

➤ Manish Chandnani & Associates LLP - Articled Assistant

(Sep, 2021 - Sep, 2024)

(Leading CA Firm in Akola with 1000+ clients and 30+ employees)

Direct Taxation

- Drafted of replies and documentation related to **income tax scrutiny** and **assessment proceedings**.
- Involved in compliance for **income tax audits**, including preparation of **audit reports and forms** (Form 3CD), ensuring **compliance with TDS provisions u/s 192, 194C, 194J and 194I** and other relevant sections of the Income Tax Act.
- Prepared of income tax computations and filing of **income tax returns** for individuals, firms, and private limited companies having **turnover up to 200 Cr.**
- Worked efficiently as **audit assistant** and **team leader**, handling **tax audits** and other assignments for various clients.
- Assisted in **advance tax calculations**, **TDS reconciliations**, and filing of **TDS returns** (Form 24Q, 26Q).

Indirect Taxation

- Managed the **filing of GST returns** (Regular, QRMP, Composition) and TDS Return. Performed **GSTR-2A/2B reconciliation** for various clients and their timely submission.
- Handled **GST registrations**, responded to **GST notices**, and facilitated **cancellation of GST registrations** in compliance with applicable regulations.
- Ensured **timely and accurate submissions** of returns and compliance with statutory deadlines.
- Monitored **HSN code classification**, managed generation of **E-invoices** and **E-way bills**, and ensured compliance with **Reverse Charge Mechanism (RCM)** provisions under GST for various clients.

Accounting and Auditing

- Assisted in statutory bank audit in the areas of **documentation of audit papers**, **LFAR Reporting** and **vouching as well as verification** and also led teams in conducting **stock audit**.
- Handled **bookkeeping**, **document management**, and preparation & finalization of **financial statements for audit**.
- Prepared various **certificates related to evaluation of stock, debtors, sales**, etc.

SKILLS & ACHIEVEMENTS

- Experienced in using MS Office and accounting software, including Tally, Bayaskar, and Compu Office for handling GST and Income Tax compliance.
- Honored with the ‘Gun-Gaurav’ award in 2017 for Excellent performance in SSC Examination.
- Represented school at District Level Volleyball and Kabaddi Competition.