

# Palak Jain

## CHARTERED ACCOUNTANT

+918875939104 palakjain1208@gmail.com LinkedIn Bundi

### SUMMARY

Motivated and disciplined recent Chartered Accountancy graduate with strong knowledge of accounting, audit, and taxation. Hands-on experience in GST, income tax, and financial statement preparation during articleship. Known for a proactive attitude, clear communication, and adaptability. Eager to take on challenging roles and willing to relocate.

### EDUCATION

Course	Year	Institution	Location	Score
CA Final (Group-1)	2025	Institute of Chartered Accountants of India	-	51%
CA Final (Group-2)	2023	Institute of Chartered Accountants of India	-	53%
B.Comm.	2021	University of Kota	-	56%
Class 12	2018	Emmanuel Mission School	Bundi, Rajasthan	70%
Class 10	2016	Emmanuel Mission School	Bundi, Rajasthan	8.6 CGPA

### WORK EXPERIENCE

#### Account Executive

Nov 2022 Mar 2025

Mk & Sons

Bundi

- Compiled Detailed financial reports (Balance Sheets, Profit & Loss accounts, Cash Flow statements) to support strategic decision-making.
- Managed month-end **Reconciliations**, recorded transactions, and verified expense accuracy, ensuring financial integrity.
- Computed and accounted for **TDS and GST liabilities**, and assisted in **monthly/ quarterly return filings** (GSTR-1, 3B, TDS Returns).
- Conducted **vendor and customer account reconciliation**, resolved mismatches, and coordinated for confirmations.
- Analyzed **scheme profitability and customer-wise margins**, helping optimize credit policies and sales strategy.
- Maintained accurate books of accounts for high-volume transactions, including **sales, purchases, credit notes, debit notes, and returns** from retailers and wholesalers.

#### Article Assistant

Oct 2019 Oct 2022

R.L.Vijayvergeeya & CO.

Kota

- Worked extensively in multiple practical scenarios applying **IND AS 115 (Revenue from Contracts with Customers), IND AS 116 (Leases), and IND AS 109 (Financial Instruments)**, providing tailored solutions for complex accounting challenges
- Performed audit of **Revenues, COGS, Payroll, Inventory, Creditors, deposits, investments** and other items of financial statements
- Assisted in **planning and executing statutory audit procedures** in accordance with **Standards on Auditing (SAs)** and **firm audit methodologies**.
- Conducted **GST audits** and prepared return filings (GSTR-1, GSTR-3B, GSTR-9) for diverse business entities, ensuring compliance with regulatory standards.
- Assisted in preparation and finalization of **financial statements** as per **Schedule III of Companies Act, 2013**.
- Prepared and maintained **tax computation workings** for corporates and high-net-worth individuals.
- Supported in preparation of **Form 3CD and Tax Audit Reports**.
- Assisted in **GST registration, amendment** and LUT filings.
- Executed Statutory Bank Audits and prepared TDS returns, ensuring adherence to statutory requirements.

### SKILLS

MS Office Tally excel Reporting Adaptability Teamwork Communication Taxation Audit  
Compliance accounting

### CERTIFICATIONS

Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) (ICAI)  
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Jan 2022

Jan 2022