

Muskan Rajdeo

CHARTERED ACCOUNTANT

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CAREER OBJECTIVE	Chartered Accountant (First Attempt) seeking opportunities to leverage strong foundation in audit, taxation, compliance, and financial reporting, developed through 3 years of practical experience during articleship in a reputed mid-sized firm.			
PROFESSIONAL & EDUCATIONAL QUALIFICATIONS				
Course/Examination	Institution	Year of Passing	Results	Remarks
CA Final (First Attempt)	ICAI	May 2025	320/600 (53.33%)	Secured Exemption in Advance Financial Management
CA Intermediate	ICAI	November 2021	454/800 (56.75%)	Scored 77 in Accounting, 75 in Law and 73 in Costing
CA Foundation	ICAI	November 2020	246/400 (61.5%)	Scored Exemption in 3 out of 4 subjects
Class XII	HSC	March 2020	94.31%	Scored 99 in Accounts and 93 in Mathematics
Class X	CBSE	March 2018	86.80%	Scored distinction in core subjects
WORK EXPERIENCE				
Article Assistant – S G Gandhi & Co			July'22 – July'25	
(Reputed CA Firm having vast experience in offering diverse services to over 300 clients since 1990)				
Statutory Audit	<ul style="list-style-type: none">Audited Real Estate Developers under PoCM; reviewed revenue recognition, cost to completion workings, buyer agreements, ensuring compliance with AS 7, RERA & GST.Assisted in Statutory Audit of Nationalized Banks, Co-op banks & Concurrent Audit of Multi-state Scheduled Co-operative Bank, focusing on branch operations, NPA, credit, and discrepancies.Assisted in Statutory Audit of an Insecticides Company under C&AG Empanelment.Worked on Audits of Private Limited Companies, Partnership Firms, Manufacturing and Trading Firm, Multi-specialty Hospitals, Hotels and Educational Institutions; Scrutinized books of accounts, prepared depreciation schedules, performed ledger reviews, and ensured accurate financial disclosures under Schedule III.			
Direct & Indirect Taxation	<ul style="list-style-type: none">Preparation of Final Accounts, Income Tax computation, Tax Audit reports and filing of returns for Individuals, Proprietary concern, Partnership Firms, Companies, Trust, AOP, BOI, etc.Performed GST Audits (GSTR 9 & 9C), reconciliation of inward supplies with GSTR 2B and outward supplies with GSTR 3B.Conducted Annual TDS and TCS Reconciliation between books and Form 26AS, 24Q/26Q/27Q/27EQ to ensure accurate reporting for Tax Audit.Preparation and filing of TDS and TCS Returns (Form 26Q, 27Q, 27EQ, 24Q), GST Returns (GSTR 1 / IFF, GSTR 3B), VAT and PTRC Returns.			
Miscellaneous	<ul style="list-style-type: none">Prepared Estimated/Provisional Financials for client planning and banking.Drafted Annual & Directors' Reports, filed ROC forms (AOC-4, MGT-7, DPT-3, ADT-1).Prepared Inventory valuation for bullion clients (Gold & Silver) using industry-specific costing.			
CERTIFICATIONS, SKILLS AND PERSONAL PROFILE				
Certifications	<ul style="list-style-type: none">Successfully completed Financial Modeling and Valuation course from CA Monk, The Valuation School & Udemy gaining hands-on knowledge in building dynamic financial models and performing valuation analysis.Successfully completed 'Financial Analysis of Scenarios and Decisions' by University of Illinois via Coursera.Cleared all three levels of Chartered Accountancy in First Attempt.			
Skill Set	<ul style="list-style-type: none">Technical Skills : Proficient in MS Excel, MS PowerPoint and MS Word; experienced in Tally ERP 9 & Prime for efficient accounting operations; foundational knowledge of Winman Software.Key Competencies : Multitasking capability, Attention to detail, Dedication to work, Willing to learn new things, Adaptability and Flexibility, Enthusiastic and Sincere			
Personal Profile	<ul style="list-style-type: none">Date of Birth : April 23, 2002Languages : English, Hindi & Sindhi			