

SAPNA PAWAR

CHARTERED ACCOUNTANT

SUMMARY

Highly motivated and detail-oriented with a strong foundation in audit, taxation, and financial compliance. Possessing a comprehensive understanding of accounting principles, tax laws, and auditing standards. Eager to leverage practical experience gained in statutory audit, internal audit, tax audit, and direct/indirect taxation to contribute effectively to a dynamic team and organization.

PROFILE

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📍 MUMBAI

EDUCATION

Chartered Accountant ☰ 2025
The Institute of Chartered Accountants of India

Bachelors of Commerce ☰ 2016
Sydenham College of Commerce & Economics
📍 MUMBAI

SKILLS

Key Skills: Leadership, Communication Skills, Analytical Thinking, Time Management, Problem Solving

Tool Skills: Tally Prime, ibeam, SAP (Manufacturer), Taxbase, Winman, Genius, Tax Power, Microsoft Word, Microsoft Excel

PERSONAL DETAILS

- Date of Birth - 09 Dec, 1994
- Martial Status - Single
- Languages Known - English, Hindi, Marwadi
- Hobbies - Reading, Drawing, Singing, Dancing

EXPERIENCE

Senior Executive

⌚ Jun 2024 - Dec 2024

📍 MUMBAI

V CAN & Co.

- Finalized statutory audit and reporting of NBFC and FinTech company.
- Conducted audit of Special Purpose Financial Statement for Non-Banking Financial Companies (NBFCs-BL) client.
- Assisted in drafting audit reports for Special Purpose Financial Statement, ensuring adherence to engagement terms.
- Reviewed, prepared and filed tax audit report of various clients.
- Stock Audit Reporting to Bank (Against Mortgage Loans) of listed company.
- Assigned and reviewed the compliance work such as GST, Income Tax & ROC.
- Managed a team of juniors providing training on accounting and tax compliance.

Senior Executive

⌚ Aug 2021 - Mar 2023

📍 MUMBAI

Jeswani & Rathore

- Preparation of form 3CA, 3CB and 3CD of company, firm and proprietary business.
- Assisted in preparing detailed internal audit reports and presenting findings to senior management and process audit of listed company in business of Chains of Restaurant.
- Conducted physical verification and reconciliation of inventory at client locations (e.g., manufacturing units, warehouses) to assess accuracy and identify discrepancies.
- Prepared detailed stock audit reports and highlighting observations.
- Actively participated in the statutory audit of Government Department as part of the C&AG audit team.
- Scrutinized financial statements, books of accounts, and supporting documents to ensure compliance with government rules, and regulations.

Article Assistance

⌚ Nov 2016 - Feb 2020

📍 MUMBAI

Nitin Gada & Co.

- Assisted in the statutory audit of diverse entities across various sectors (e.g., services, real estate).
- Performed comprehensive substantive testing of financial statement line items, including revenue, expenses, assets, and liabilities, ensuring adherence to Companies Act, 2013.
- Conducted vouching, verification, and reconciliation of general ledger accounts, bank statements, and other financial records.
- Prepared and reviewed audit working papers, ensuring compliance with Standards on Auditing.
- Collaborated with clients to resolve queries regarding accounting and tax related matters.
- Participated in client meetings to discuss audit finding and provide recommendation.
- Assisted in preparing and filing income tax (ITR-1 to 3) and GST returns (GSTR-1 & 3B), ensuring adherence to deadline and regulatory requirements.
- Developed provisional and projected financial statement for the future estimate.
- Prepared networth and turnover certificates.
- Conducted reconciliation of GSTR-2A with purchase registers and addressed discrepancies.
- Reconciled financial statements with books of accounts and ensured accurate reporting for tax purposes.
- Conducted tax audits under Section 44AB of the Income Tax Act, 1961, for various clients.