

# Swati Arumugam Konar

Chartered Accountant

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Dombivili, Maharashtra

## OBJECTIVE

To work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with a positive attitude and efficiency

## EDUCATION

| COURSE              | YEAR      | PERFORMANCE | REMARKS   |
|---------------------|-----------|-------------|---|
| CA Final (Group I)  | May 2025  | 57.67%      | Exemption in Advanced Financial Management and Integrated Business Solutions. |
| CA Final (Group II) | May 2024  | 56.67%      |   |
| CA Intermediate     | July 2021 | 52.25%      | Exemption in Accounting, Corporate Law and Financial Management.              |
| CA Foundation       | Dec 2019  | 62.75%      | Exemption in all subjects except Business Mathematics.                        |
| B.com               | Mar 2022  | CGPI-9.62   | Specialization in Accounting and Finance.                                     |
| Class XII           | Mar 2019  | 88.3%       | -   |
| Class X             | Mar 2017  | 84.4%       | -   |

## ARTICLESHIP EXPERIENCE

### Article Assistant

Oct 2021- Oct 2024

Bhat Kelkar & Co.

Mumbai, India

During my articleship at a mid-sized chartered accountancy firm, I gained well rounded exposure to both direct and Indirect taxation. I also gained hands on experience in various compliances and procedural aspects under the Companies Act,2013, particularly those involving the registrar of companies (ROC).

### Taxation

- Filed over **100 income tax returns** of individuals, firms, charitable trusts and companies, implementing tax planning strategies to optimize liabilities and ensure regulatory compliance.
- Conducted **Statutory and Tax audits u/s 44AB** of firms and private companies, preparing form 3CB/CD with focus on disallowances, depreciation, advance tax and TDS for clients with turnover upto **Rs. 10 crore**.
- Handled TDS compliance, including preparation and **filing of TDS returns** (24Q, 26Q, 26QB).
- Assisted in **assessment proceedings** by drafting replies to notices under sections 143(1), 143(2), 148 and 154 involving cases upto Rs.50 Lakhs.
- Assisted in **GST registration, return filing** ( GSTR-1, GSTR-3B, GSTR 9 and GSTR-9C ).
- Performed **GST reconciliations** with books of accounts and GSTR-2A/2B to ensure proper Input tax claims.

### MCA Compliances and Other areas

- Drafted and finalized Balance Sheet, Profit & Loss Account, and Notes to accounts in compliance with **Schedule III of Companies Act,2013**
- Prepared and submitted documents for **incorporation of LLP and private limited company** as well as handled filings related to appointment/resignation of directors, application for new DIN, change in registered office etc.
- Prepared **projected financial statements** for Loan proposals and Compliance purposes.

## SKILLS

**Tools :** Tally ERP 9, MS Excel ( PivotTables, VLOOKUP), GST and Income tax portals, MCA Portal and DSC utility.

**Soft Skills :** Strong analytical and problem solving skills, Client relationship management, Quick learner with strong work ethic.

## PERSONAL DETAILS

- Date of Birth: 23/06/2002
- Languages known: English, Hindi, Marathi,