

# Payal Achhra

## Chartered Accountant

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### EDUCATION

COURSE	YEAR	INSTITUTION	MARKS	REMARKS
CA Final Group 2	November-24	ICAI	150/300	Cleared in first attempt.
CA Final Group 1	May-24	ICAI	150/300	Cleared in first attempt.
CA Inter Group 2	July-21	ICAI	265/400	Cleared in first attempt with exemption in 3 subjects.
CA Inter Group 1	November-20	ICAI	237/400	Cleared in first attempt with exemption in 2 subjects.
CA Foundation	November-19	ICAI	236/400	Cleared in first attempt.
B.COM	April-22	Savitri Phule Pune University	A+ Grade	Specialization in Business Entrepreneurship.
H.S.C (XII)	February-19	Maharashtra State Board	83.08%	Scored 98 in Accounts.
S.S.C (X)	March-17	Maharashtra State Board	77.40%	Scored 80+ in Mathematics.

### ARTICLESHIP EXPERIENCE

**Shah Khandelwal Jain & Associates** *(October 2021-January 2022)*

**S Gautam & Associates** *(February 2022-October 2024)*

#### Indirect Taxation :

- Performed **GST audits** and filed annual returns for trading/manufacturing clients with **turnovers** between **₹5 Cr and ₹40+ Cr**.
- Passed entries for **GST liabilities** and **ITC adjustments** during **month-end** and **year-end closing**.
- Prepared periodical tax returns (**GSTR-1 and GSTR-3B**), enhancing client satisfaction and compliance.
- Successfully performed **GST Reconciliations** of a company with a turnover of **300 Crores**.
- Assisted in periodic reviews to determine the **eligibility of Input Tax Credit**.

#### Direct Taxation :

- Prepared and filed **Tax Audit Reports (Form 3CA/CB-3CD)** for various clients including Pvt Ltd Companies with turnover ranging from **Rs. 10 Crores to 200 Crores**.
- Advised clients about matters relating to TDS/TCS provisions like sections **194C, 194Q**, etc. and **timely compliance** with TDS provisions thereby reducing the risk of fines/penalties.
- Prepared and filed **Income Tax Returns** of **individuals and corporates**.

#### Statutory Audit :

- Conducted Statutory Audit of a **Public Ltd Company** having a **turnover of 200+ Crores**.
- Compiled audit documentation, reports, and financial statements in compliance with **Schedule III** for management review.
- Executed audit procedures and finalized books of accounts for statutory and tax audits, handling turnover ranging from **Rs. 10 Crores to 200 Crores**.
- Executed **accounting assignment** and ensured quality delivery of a client having **turnover of 2+ Crores** thereby enhancing client satisfaction.

### WORK EXPERIENCE

**Capegemini** *(March 2025-Present)*

#### Others :

- Assisted the **finance team** in support tasks related to employee cost **forecasting** and **headcount reporting**.
- Observed and familiarized with internal reporting tools and processes including **ISOW data tracking** and **budget analysis**.

### SKILLS

#### Technical Skills

MS Office, Tally ERP & Prime, Winman, Tax Power

#### Soft Skills

Communication, Adaptability, Problem-Solving, Critical Thinking & Teamwork

### CERTIFICATES & ACHIEVEMENTS

- Mentored junior colleagues during articleship period
- Completed Information Technology & Orientation Programme of ICAI
- Completed Advanced Information Technology & MCS Programme of ICAI

### PERSONAL DETAILS

#### Languages Known:

English, Hindi, Sindhi