

CA APOORV JAIN

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EDUCATION DETAILS

Qualification	Institution	Year	Marks
CA Final	ICAI	May 2024	356/700
B.COM	Jahanvi Degree & PG College, Hyderabad	May 2017	70%
Class XII	Ratana Junior College, Hyderabad	May 2014	84%
Class X	Deepak Memorial Academy, Sagar, MP	May 2012	7.2

PROFESSIONAL EXPERIENCE

JAIN V & CO. CHARTERED ACCOUNTANT

AUDIT MANAGER I Nov 2024 – Till Date

(Working with a CA Firm, having over 27+ years of experience in the field of company audit & tax)

- Conducted the Financial Due Diligence For IPO client and prepared Financial Model
- Managed statutory audits of listed, private, and SME clients ensuring compliance with Companies Act, 2013, Schedule III, and Accounting Standards / Ind AS
- Finalized financial statements, including CARO reporting, notes to accounts, and ensured adherence to statutory and regulatory disclosures
- Designed and implemented internal audit plans focusing on risk-prone areas
- Performed IFC testing, SOP reviews, and fraud risk assessments.
- Handled preparation and review of income tax returns (ITR 1-6) for corporates, partnerships, and individuals
- Supervised Tax Audits (Form 3CD), Monitored TDS compliance, Supported clients in income tax assessments, appeals, and responding to department notices
- Managed GST compliance including filing of GSTR-1, GSTR-3B, GSTR-9/9C, and reconciliation of books vs returns. Reviewed ITC claims, GST ledger reconciliations, and handled queries from GST authorities. Assisted in GST audits and litigation support

AMAR JAIN & COMPANY, CHARTERED ACCOUNTANTS – INDORE

Paid Assistant | May 2022 – Sept 2024

- Independently handled audit areas (cash/bank vouching, ledger scrutiny, stock audits, CARO).
- Prepared and reviewed financial statements, ensuring Schedule III and statutory compliance.
- Assisted in tax audits (Form 3CD), direct tax computations, ITR filing, and TDS compliance.
- Managed GST/TDS return preparation, reconciliation, and response to notices.
- Finalized accounts of SMEs and partnerships.

VENUGOPAL AND CHENOY – Hyderabad

Articleship Trainee | Mar 2016 – Feb 2019

- Assisted in statutory audits, tax audits, and internal controls review for corporate/non-corporate clients.
- Supported ITR filing, TDS returns, and GST compliance.
- Prepared working papers, draft reports, and audit documentation.

SKILLS

- Statutory Audits & Taxation Compliance, Financial Reporting & Analysis
- MS Excel, MS Word, PowerPoint, Power Query, Power BI Dashboard Development
- SAP, Zoho, Tally ERP, Tally Prime, Compu Tax
- Python for data analysis (Learning)

INTERESTS

- Active participant in sports, particularly cricket and chess.
- Enjoy drawing and listening to music.