

## EDUCATION

Examinations	Years	Institute/ Boards	% /(Marks)	Remarks
CA Final	May 2025	ICAI	56% (336/600)	Exemption in <b>2 out of 6 Subjects</b>
CA -Intermediate	July 2021 & May 2023	ICAI	54.13% (433/800)	Exemption in <b>3 out of 8 Subjects</b>
CA -Foundation	Nov 2019	ICAI	58% (232/400)	Cleared in First Attempt
B.com (Regular)	May 2022	MS University	76.5% (Grade B)	-
HSC	Mar 2019	GSEB	89.87% (674/750)	Percentile- <b>99.75</b> Second Rank in School
SSC	Mar 2017	GSEB	80.50% (483/600)	Percentile- <b>96.69</b>

## EXPERIENCE

## Sanjay P Shah &amp; Associates- Article Assistant (Vadodara)

Sep-2021 to Sep-2024

Direct Taxation	<ul style="list-style-type: none"><li>➤ Prepared and filed the Income Tax Returns for various assesses such as HNI, HUF, Partnership Firm, Companies, AOP, BOI, and Trust.</li><li>➤ Ensured <b>TDS/TCS compliances</b> and filing of returns on timely basis.</li><li>➤ Prepared and filed <b>more than 100+ Tax Audit Reports (3CA-CD &amp; 3CB-CD)</b> for various assesses within due date during the <b>last 2 years</b>.</li><li>➤ Prepared and filed the form <b>12AA &amp; 10AB</b> for trust registration.</li><li>➤ Prepared and filed <b>more than 50+ form 10BB &amp; 10B</b> for trust audit during the <b>last 2 years</b>.</li><li>➤ Assisted in handling Direct Taxation Assessment as well as litigation before the <b>Commissioner of Income Tax (Appeals)</b></li></ul>
Projects	<ul style="list-style-type: none"><li>➤ Conducted the <b>Statutory and Internal Audit</b> for Pharmaceutical, Manufacturing and other industries.</li><li>➤ Preparation of <b>CMA Reports</b> and <b>Project Reports</b> for funding requirement.</li><li>➤ Preparation of Financial Statements as per AS and IND AS for various companies ranges from <b>10 crores to 300 crores</b>.</li><li>➤ <b>Ensured ROC Compliances</b> for corporate clients.</li><li>➤ Filing of Form <b>15CA and 15CB</b> For Foreign Remittance.</li><li>➤ Scrutinizing the ledgers for ensuring the compliance with applicable laws.</li></ul>

## OTHER INFORMATIONS

Technical Skills	<ul style="list-style-type: none"><li>➤ Exposure to Tally Prime, Quick book, My bill book, Income Tax Software such as Compu-office, Spectrum etc.</li><li>➤ Exposure to Microsoft office tools.</li><li>➤ Exposure to AI tools</li></ul>
Strength	<ul style="list-style-type: none"><li>➤ Self -motivated</li><li>➤ Quick Learner</li><li>➤ Leadership</li><li>➤ Adaptable to work in any environment</li></ul>
Extra-Curricular Activities	<ul style="list-style-type: none"><li>➤ Received multiple certificates for participations in article writing, drama at school level.</li><li>➤ Lead the Cricket team at several tournaments.</li></ul>
Certification	<ul style="list-style-type: none"><li>➤ Complete Financial Analyst courses from Udemy</li><li>➤ Pursuing Chart and technical analysis courses for share from Udemy</li></ul>
Hobbies	<ul style="list-style-type: none"><li>➤ Reading Books, Playing Cricket, Learning New things</li></ul>
Language Known	<ul style="list-style-type: none"><li>➤ English, Hindi, Gujarati, Marathi.</li></ul>