

# MITALI JAKHOTIYA

## CHARTERED ACCOUNTANT

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### WORK EXPERIENCE

#### Ashish Kalantri & Co, Chartered Accountants | Executive

(A boutique CA firm majorly engaged in services like Audit & Taxation)

July'21 – Feb'24

- Compiled and finalized financial statements for entities with turnovers ranging from 2.5 Million to 20 Million, in accordance with the applicable Financial Reporting Framework (FRF) and **Schedule III**.
- Supported the audit team during various engagements, providing essential assistance and expertise.
- Assisted in quarterly **Physical verification** of inventory, contributing to the preparation of comprehensive stock verification reports.
- Verified documents with respect to **loan** agreements, repayment schedules and other relevant documents.
- Conducted thorough bank **balance confirmation**, cash deposits and **fixed deposit** receipts verification in line with **SA 505** (External confirmation)

### ARTICLESHIP EXPERIENCE

#### Article Assistant | P M Gandhi & Co, Chartered Accountants, Yavatmal, Maharashtra

(A well-known firm in the field of statutory audit, tax audit & other statutory compliance work having 30+ years of experience serving 200+ clientele)

Sept'17 – Sept'20

#### STATUTORY AUDIT

- Executed statutory audits including site visits, report preparation, analysis of financial statements of corporate and non-corporate clients in accordance with applicable auditing standards.
- Oversaw **audit planning**, **materiality assessment**, internal control evaluation & **audit procedures** to verify various **audit assertions**.
- Performed audit procedures across areas like revenue, lease (**Ind AS 116**), trade receivables, trade payables, payroll, vouching and verification including **ledger scrutiny** along with maintaining **audit documentation** as required by **SA 230**.
- Conducted Property, plant & equipment (**PPE**) acquisition and disposal reviews, reviewed **depreciation** schedules, and verified physical assets to ensure compliance with **Ind AS 16** and **CARO 2020**.
- Conducted audit of Inventory, Payroll Expenses, Legal Expenses, Advertisement Expenses, Cash & Bank, Revenue (**Ind AS 115**) & Accounts Receivable.

#### MISCELLANEOUS

- Possess good knowledge **P2P** and **O2C** processes.
- Managed responsibilities encompassing **book-keeping**, document maintenance, account management and **finalization of books** of accounts for audit purpose.
- Prepared TDS/TCS reconciliation (24Q, 26Q, 27EQ), 26AS reconciliation and GST reconciliation (**GSTR 1**, **GSTR 2B**, **GSTR 3B**).
- Responsible for adherence of **advance tax liabilities** - their calculations and payments.

### PROFESSIONAL AND ACADEMIC CREDENTIALS

COURSE	YEAR	INSTITUTION	MARKS (%)	REMARKS
CA Final	2025	The Institute of Chartered Accountants of India	53.63%	Exemptions in Indirect taxes and SPOM Law
CA Intermediate	2017	The Institute of Chartered Accountants of India	52.14%	Exemption in Business Laws, Ethics and Communication
CPT	2016	The Institute of Chartered Accountants of India	78.5%	District topper, passed with distinction
B. Com	2016-2019	Amravati University	75.67%	Second topper in the college
HSC - Class XII	2015	JDEMS, Yavatmal (CBSE)	91.60%	98 marks in Accountancy
SSC - Class X	2013	School of Scholars, Yavatmal (CBSE)	CGPA 9.60	Ranked among the top 5 in the school and achieved the highest marks in Hindi language in the district

### EXTRA-CURRICULAR ACTIVITIES & RECOGNITIONS

- Led a **team** of 25 members to victory in a marketplace simulation competition against 9 other teams and 250+ participants; consistently topped the chart across all 6 quarters and ranked in the **top 10% worldwide**
- Led the Technical Committee at **WICASA**, organizing and presenting a technical session at NATCON 2017
- Awarded **Best Paper Presenter** at NATCON 2017 for the topic '**Impact of GST on the Indian Economy**'
- Ranked 1st nationally in the Mahatma Gandhi Hindi Bhasha Debate competition, among 1800 participants.
- Held the position of **head editor** for the school magazine for 2 consecutive years at Meghe Group of Schools (MGS), a network comprising 23 educational institutions with over 21,000 students
- Ranked **1st in the Camlin All India Camel Color** Contest presented by Star Plus
- Competed in regional-level basketball and chess tournaments

### SKILLS & CERTIFICATIONS

- Working knowledge of tally ERP 9, tally Prime, **MS-excel**, MS-word, MS-PowerPoint, Genius Tax software
- Completed Audit and Assurance Masterclass by Thinking bridge
- Completed KPMG Career Catalyst Program via Forage
- Supervised junior colleagues and ensured meeting daily deadlines during 2nd & 3rd year of articleship