

Rajesh Hotti

Chartered Accountant

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PROFESSIONAL SUMMARY

Chartered Accountant with hands-on experience in accounting, tax, audit, and statutory compliance. Recognized for driving ownership, improving processes with a structured approach, and delivering value in high-pressure environments.

EDUCATIONAL QUALIFICATIONS

| Course | Institution | Year | Score | Remarks |
|----------------------------|---|------------|------------------|--|
| Chartered Accountancy (CA) | The Institute of Chartered Accountants of India | May 2025 | 333/600 (55.50%) | CA Final : Exemption in 2 subjects CA Inter : Exemption in 7 subjects |
| B.Com | KLE Society's Science & Commerce College [University of Mumbai] | Oct 2020 | 9.81 CGPA | Ranked 1st in graduating class |
| HSC (12 th) | | Feb 2017 | 610/650 (93.85%) | Secured 1st rank in college |
| SSC (10 th) | ST. Joseph's High School | March 2015 | 426/500 (85.20%) | Scored 94 marks in Mathematics |

WORK EXPERIENCE

Articled Assistant

Sandeep Purvy & Associates and Jain Anil Kumar & Co, Navi Mumbai

Oct 2019 to Apr 2023

(Leading CA Firms having over 20 years of experience with 8 Partners and 100+ employees)

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| Taxation | <ul style="list-style-type: none">Handled TDS & TCS computation, deduction, deposit, and quarterly return filing (Form 24Q, 26Q, 27Q, 27EQ) for vendor payments and salaries of over 2,000 workers/employees, in compliance with the Income Tax Act, 1961.Prepared Advance Tax calculations and computations of total income for filing income tax returns for both corporate and non-corporate clients, including tax planning and optimization measures.Assisted in drafting detailed submissions for income tax assessments and appeals achieving favourable outcomes in 85% of cases.Handled GST compliance, registered entities, filed monthly, quarterly, and annual returns (GSTR-1, 3B & 9), executed e-invoicing, and addressed departmental notices.Conducted input tax credit (ITC) reconciliation and vendor ledger reviews to ensure GST credit accuracy. |
| Financial Reporting | <ul style="list-style-type: none">Prepared Books of Accounts and Financial Statements, including Cash Flow Statements, in compliance with Accounting Standards and Schedule III of the Companies Act for a company with a turnover exceeding ₹90 crore.Compiled financial data to prepare MIS reports and presented key performance indicators (KPIs) to management.Performed timely reconciliations of vendor, bank and other general ledgers, resulting in 12% reduction in errors. |
| Audit | <ul style="list-style-type: none">Assisted in the Internal Audit of a unit of JSW Steel Ltd. Prepared MIS reports highlighting discrepancies and risk areas, leading to actionable recommendations that improved compliance by 15%.Conducted Statutory Audits for companies in the electric vehicle and chemical manufacturing industries, including audit planning, executing, and analyzing financial statements in compliance with Accounting Standards, CARO 2020, and other applicable regulatory requirements.Assisted in Tax Audits (Form 3CA/3CB & 3CD) under Section 44AB of Income Tax Act across a diverse client base.Performed pre-payment audits of Full & Final settlements for 70 outgoing employees of JSW Steel Ltd. and identified discrepancies worth ₹8.5 lakhs, through SAP ledger reconciliation. |
| Compliance & Operations | <ul style="list-style-type: none">Managed statutory compliance for over 2,000 workers/employees, ensuring full adherence to PF, PT, LWF, and ESIC regulations, and reducing compliance errors by 10%.Assisted in the preparation and filing of ROC forms like MGT-7, AOC-4 and others as per Companies Act.Processed Superannuation fund claims of Rs. 2.03 crores for outgoing employees of a leading manufacturing company, including verification of documents and coordination with fund administrator. |

ACHIEVEMENTS

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| Professional | <ul style="list-style-type: none">Automated 2,200+ monthly entries in Tally ERP, saving 40+ hours per month in manual effort and reducing manpower costs by 20% through in-house optimization.Led a 4-member team in managing accounts, payroll & statutory compliance and co-designed SOPs for key business processes that reduced payroll processing time by 30% for a private company with turnover more than Rs. 90 crores. |
| Academic | <ul style="list-style-type: none">Awarded Dhirubhai Ambani Scholarship (2017) – from Reliance Foundation.Awarded as the "Outstanding Student of the Year" for two consecutive years at K.L.E College. |

ADDITIONAL INFORMATION

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| Technical Skills | MS Excel, MS Word, MS PowerPoint, Tally ERP, Winman, SAP (Basic), Power BI (Basic) |
| Soft Skills | Leadership, Analytical Thinking, Problem Solving, Team-oriented, Time Management |
| Certification | Financial Planning & Analysis (FP&A) masterclass by CA Monk |
| Languages | English, Hindi, Marathi & Kannada |
| Interests | Journaling, Painting, Badminton |