



SUMMARY

CA Fresher with 3 years of hands-on experience in statutory audits, tax filings, and financial reporting. Proven ability to independently manage client engagements. Eager to apply analytical and financial skills to contribute to a dynamic and growth-oriented organization.

SKILLS

Technical Skills:

- Financial Reporting
- Statutory Audit
- Tax Audit
- Tally ERP
- Busy Accounting Software
- MS Office
- Google Sheets, Docs, Slides

Professional Skills:

- Decision Making
- Time Management
- Client Relationship Management

EDUCATION

- CA Final (ICAI), May 2025
- B.Com, Graduated 2022
- CA Intermediate, Dec 2021
- CA Foundation, 2019
- 12th (CBSE), 2019
- 10th (CBSE), 2017

PROFESSIONAL EXPERIENCE

Articled Assistant -

Bohra Chhajer and Associates

(Mar 2021-Mar 2024)

Work Experience

- Independently executed statutory and tax audits for clients across retail, manufacturing, and service sectors.
- Filed Income Tax and TDS returns for individuals, firms, and companies in compliance with regulatory deadlines.
- Managed GST return preparation, filing, and reconciliation, ensuring accuracy and timely submission.
- Maintained books of accounts using Tally ERP and Busy Accounting Software, including journal entries, ledger scrutiny, bank reconciliations, and account finalization.
- Compiled working papers and audit documentation to support audit findings and conclusions.
- Acted as a point of contact between clients and the audit team; ensured smooth communication and timely resolution of queries.
- Conducted concurrent audits for IDBI and PNB; identified control gaps and recommended process improvements.
- Assisted in the statutory audit of Bank of Baroda, focusing on loan documentation review, NPA classification, provisioning adequacy, and compliance with RBI guidelines.