

CA TWINKLE BHARAT MEHTA

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Professional Summary

Diligent and detail-oriented Chartered Accountant (ICAI) and US-Certified Management Accountant (IMA) with over 5 years of experience in GST compliance, statutory filings, financial reporting, and audit. Proven track record of streamlining reporting processes, enhancing compliance, and supporting decision-making through accurate financial analysis. Adept in handling departmental audits, reconciliations, and cross-functional reporting. Seeking to contribute to a forward-thinking team in global finance, credit risk, or compliance-focused roles.

Education & Certifications

| Qualification | Institution | Year | Score |
|---|---|------|--------|
| Chartered Accountant (CA) | Institute of Chartered Accountants of India | 2025 | - |
| US Certified Management Accountant (US-CMA) | Institute of Management Accountants | 2023 | 72% |
| Masters of Commerce (Advanced Accountancy) | KES Shroff College | 2020 | 89.50% |
| Bachelors of Commerce | KES Shroff College | 2018 | 79.42% |
| HSC | Maharashtra Board | 2015 | 83.08% |
| SSC | Maharashtra Board | 2013 | 84.55% |

Core Competencies

- GST & TDS Compliance
- Financial Statements & MIS
- Statutory & Tax Audits
- Accounting Systems (Tally, Winman, ZIP ERP)
- Payroll (PF, ESIC, PT)
- ROC & MCA Compliance

Professional Experience

Shreem Motors Pvt. Ltd. (Hyundai Dealership), Mumbai

Senior Accounts Executive

Sep 2022 – Sep 2023

- Prepared monthly GSTR-1 and GSTR-3B return summary
- Worked on summaries for GSTR 9/9C (Outward, Inward and RCM)
- ITC reconciliation with GSTR 2B and assisted in departmental audit notice.
- Automated TDS/TCS workings and improved reporting efficiency.
- Drafted Balance Sheets, P&L, and Fund Flow statements as per Schedule III.
- Managed payroll compliance and collaborated on profitability analysis report.

Shirish J Shah & Co., Mumbai

Audit & Tax Executive

Apr 2020 – Aug 2021

Article Assistant

Feb 2017 – Feb 2020

- Prepared and filed Income Tax Returns, TDS, and VAT return along with conduction of VAT Audit for individuals, firms, Private Limited Company in compliance with tax provisions.
- Handled filing of returns and registration process for GST, ensuring timely compliance with tax regulations.
- Conducted reconciliation between GST Returns and books of accounts.
- Navigated ROC compliance requirements (MGT-7 and AOC-4).
- Managed statutory audits of corporates by diligently conducting vouching and verification procedures to ascertain accuracy and integrity in financial records.
- Successfully responded to departmental tax notices and conducted audits under Sec. 44AB, ensuring full compliance for diverse clients.

Technical Skills

- Tools: Excel (VLOOKUP, Pivot Tables), Word, PowerPoint
- Accounting Software: Tally ERP 9 Prime, Tally ERP 9, Tally ERP 7.2, ZIP ERP, Winman
- Knowledge of: Indian GAAP, MCA e-filing, GST, Income Tax Portal

Leadership & Interests

- Peer Tutor: Cost Accounting and Mathematics
- Sports: Badminton Club Member, Degree College