

Dhruvi Jain

Chartered Accountant | Mumbai

+91 77108 69565

 Jaиндhrui592@gmail.com

Linkedin - Dhruvi Jain

CAREER OBJECTIVE

Chartered Accountant (May 2025 pass-out) with strong analytical skills and practical experience in GST litigation, advisory, and due diligence for clients in medical, education, and gaming sectors. Worked with corporates having turnover exceeding ₹500 crores. Seeking challenging opportunities to apply comprehensive financial expertise and strategic insight in a dynamic professional environment.

EDUCATION

QUALIFICATION	INSTITUTION	YEAR	RESULT	EXEMPTIONS
CA Final	ICAI	May-25	50%	Adv Financial Management & Integrated Business Solutions
CA IPCC	ICAI	Nov-22	56.38%	Exemption In Law, Costing & Advance Accounting
B. Com	KC College, Mumbai	2022	95%	CGPI – 9.01 and O grade in all the subjects.
HSC	KC College	2019	84.76%	Scored 95 Marks in Accountancy and 93 Marks in Mathematics
SSC	The Bishop's School	2017	89%	Scored 93 marks in Mathematics

PROFESSIONAL EXPERIENCE

PUNEET SINGHVI & ASSOCIATES, MUMBAI

Manager | Dec 2024 – Present

GST Litigation	<ul style="list-style-type: none">• GST litigation matters including drafting and responding to Intimations, Show Cause Notices, and reviewing departmental orders across multiple industries including Listed entities• Drafting submissions and filing GST Appeals, for clients ranging from small to listed companies along with a renowned Ecommerce retail company in India.• Prepared, compiled, and submitted required documentation and reconciliations for GST Departmental Audits, for timely submissions
Advisory	<ul style="list-style-type: none">• Prepared GST advisory opinions on complex issues across sectors such as Telecom, Education, Joint Operations.• Provided advisory on accounting, TDS, and GST compliance to an online gaming company, ensuring alignment with sector-specific tax frameworks• Conducted financial and tax due diligence of a pharmaceutical company, including financial analysis and risk identification• Researched tax laws, case laws and other information to provide support to the litigations.• Worked on strategic advisory on indirect tax implications and business structuring across hostel industry.

TATA STARBUCKS PVT. LTD., MUMBAI

Industrial Trainee | Jul 2023 – Oct 2024

Project Finance	<ul style="list-style-type: none">• Managed store launch Process, and negotiating vendor contracts.• Extracting data from SAP, vendor payments, and retention tracking.• Prepared MIS reports and internal analysis.• Coordinated with cross-functional teams to the financial plans and timelines for new store launches.• Gained basic understanding of SAP as well as FPNA, and FR while working there.
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AMBAVAT JAIN & ASSOCIATES

Article Assistant | Oct 2021 – Jul 2023

Taxation	<ul style="list-style-type: none">• Assisted in registrations under GST, Professional Tax, and Income Tax for individuals and entities• Preparing of financial statements for various companies and individuals as per applicable AS.• Data compilation and documentation for scrutiny assessments and reassessments, ensuring timely and accurate submissions to tax authorities• Managed end-to-end GST, PTEC, and PTRC compliance, including monthly and quarterly computation, return preparation, and on-time filings across multiple clients
Audit	<ul style="list-style-type: none">• Independently handled GST Audits and Annual Return filings for multiple clients across sectors, along with Reconciliation, ensuring accuracy and timely compliance• Participated in Bank Audits, ensuring precise adherence to audit procedures and statutory requirements• Contributed to Statutory Audits of companies in diverse industries including HR consulting, bullion trading, restaurants with e-commerce operations, and others• Assisted in Tax Audits and Statutory Audits, including preparation of detailed audit reports, working papers, and Filings

EXTRA CURRICULAR ACHIEVEMENTS

Technical skills	<ul style="list-style-type: none">• Proficient in MS Excel, MS Word, Tally ERP 9, GST filings, Auditing, Research and Analysis
Strengths	<ul style="list-style-type: none">• Analytical & Problem-Solving• Interpersonal & Communication• Quick Learning and adapting• Diverse exposure: Medical, Education, Gaming etc sectors• Trading & Market Exposure
Other Achievements	<ul style="list-style-type: none">• Won Govt Scholarship in school for excellence in analytical reasoning through competitive examination• Secured 2nd Prize in a State Level Abacus Competition
Hobbies	<ul style="list-style-type: none">• Design and Sketching• Traveling and exploring new cultures• Practicing Yoga and Meditations• Playing Chess