

DIANA NADAR

Chartered Accountant

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R-1,Ch-1, Ganesh Krupa Chawl ,Opp Birla Clg , Indira nagar , Kalyan West-421301.

SUMMARY

Motivated and team-oriented professional seeking exposure to corporate affairs with the aim of pursuing a challenging and growth-oriented career. Committed to contributing effectively to organizational goals and delivering results to the satisfaction of leadership by leveraging my skills, dedication, and continuous learning mindset.

EDUCATION

Course	Year	Institution	Score	Remarks
Chartered Accountant (CA)	May 2025	Institute of Chartered Accountants of India	56.00%	Scored 77 in Advanced Financial Management
Bachelor of Commerce (B.Com)	2018	University of Mumbai	69.00%	Aggregate of Final Year University Examinations (Grade- B)
H.S.C. (Class XII)	2015	Maharashtra State Board	82.46%	-
S.S.C. (Class X)	2013	Maharashtra State Board	76.18%	-

WORK EXPERIENCE

Senior Accounts Executive

Dec 2021 Mar 2025

Sandeep Purvy & Associates

Seawoods, Navi Mumbai

- Led and executed accounting functions, tax compliance, and financial reporting for diverse clients across sectors
- Managed GST and income tax filings, supported statutory audits, and coordinated finalization of financial statements

Dec 2020 Oct 2021

Internal Auditor

NS Rathi & Associates

Mulund, Mumbai

- Conducted internal audits for mid-sized enterprises, identifying control weaknesses and recommending process improvements
- Reviewed financial records, compliance reports, and supported management in risk mitigation strategies

Aug 2017 Aug 2020

Article Assistant

Praveen Maniyar & Associates

Mumbai

- Gained hands-on experience in taxation, auditing, and accounting during CA Articleship
- Assisted in statutory audits, tax audits, TDS returns, and preparation of financial statements under senior supervision

SKILLS

IT & Soft Skills: Advanced Excel, PowerPoint, MS Word, Data-driven financial analysis and reporting, Tally 9.0, Tally Prime, Spectrum

CERTIFICATIONS

ICITSS (Information Technology and Soft Skills) (Institute of Chartered Accountants of India)

AICITSS (Advanced Integrated Course) (Institute of Chartered Accountants of India)

RESPONSIBILITY & WORK EXPERIENCE

- Spearheaded end-to-end compliance processes under the Goods and Services Tax (GST), Income Tax Act, and Tax Deducted at Source (TDS) regulations, ensuring timely and accurate filing of statutory returns
- Executed tax audits for a diverse client portfolio including individuals, partnership firms, and private limited companies in accordance with regulatory standards
- Compiled and electronically filed comprehensive Tax Audit Reports in Form 3CA-CD and 3CB-CD, ensuring strict adherence to statutory timelines and audit frameworks
- Led the preparation and finalization of financial statements including Profit & Loss Accounts and Balance Sheets in compliance with applicable accounting standards
- Oversaw inventory management processes including stock record maintenance, periodic stock and pricing verification, and ensured alignment with internal controls and statutory requirements
- Conducted detailed reconciliations of accounts payable and receivable ledgers, along with bank reconciliations, to ensure financial accuracy and integrity of reporting systems

KEY STRENGTH & PERSONAL ATTRIBUTES

- Quick learner with a strong commitment to delivering high-quality work
- Self-motivated individual with a consistently positive and proactive attitude
- Highly adaptable and flexible in dynamic work environments
- Focused professional with effective planning and time management skills

PERSONAL DETAILS

Date of Birth : 20October 1997

Languages Known : English, Hindi & Tamil

Residential Address :R-1,Ch-1, Ganesh Krupa Chawl ,Opp Birla Clg , Indira nagar , Kalyan West-421301.

Place- Mumbai