

# VIRAJ JHAVERI

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## Educational Qualification:

Qualification	Institution	Score	Month/Year
CA – Final	Institute of Chartered Accountants of India (ICAI)	55.67% - Group 1 53.67% - Group 2	May 2025 November 2024
CA – Intermediate	Institute of Chartered Accountants of India (ICAI)	54.88%	November 2021
CA – CPT	Institute of Chartered Accountants of India (ICAI)	63.5%	November 2020
B. Com	NM College, Mumbai	7.65 CGPA	March 2023
XII (HSC)	Mithibai College, Mumbai	89.50%	March 2020
X (SSC)	Dhanamal High School, Mumbai	92.80%	March 2018

## Work Experience:

Company	Period	Work Experience
G. M. Kapadia & Co. (Audit Assistant)	May 2025 to Present	<ul style="list-style-type: none"><li>➤ Independently handled audit of two business areas of a leading <b>Public Sector Power Generation Company (having turnover +33,000 crores)</b>, overseeing a team of 3 to 4 members.</li><li>➤ Audited diverse business functions including <b>Revenue, Purchases, Inventory, Fixed Assets, CWIP, Leases and Vendor Analysis</b>.</li></ul>
G. M. Kapadia & Co. (Articleship)	March 2022 to March 2025	<ul style="list-style-type: none"><li>➤ Assisted team in Statutory Audit, Internal Financial Control &amp; Interim Review of <b>Top listed Non-Banking Finance Company (having Net Worth +87,995 crores)</b> where my role and experience are as follows:<ul style="list-style-type: none"><li>• Conducted <b>Analytical Reviews</b> of various business processes, performing compliance and substantive procedures in critical areas such as <b>Borrowings, Deposits, Bank Reconciliation, External Confirmations and CSR Expenditure</b>.</li><li>• Drafted audit reports and addressed reporting requirements over audit engagements.</li><li>• Analyzed <b>Cash Flow Statement</b> and financial ratios such as <b>Capital Adequacy Ratio and Liquidity Coverage Ratio</b>.</li><li>• Involved in <b>Certifications</b> such as Asset Cover, Debt Covenant, Net Worth and PPI.</li></ul></li><li>➤ Assisted team in Statutory Audit, Internal Financial Control &amp; Interim Review of <b>Top listed General Insurance Company (having Gross Written Premium +15,817 crores)</b> where my role and experience are as follows:<ul style="list-style-type: none"><li>• Conducted Analytical Reviews of various business processes, performing compliance and substantive procedures in critical areas such as <b>Premium, Claims, Reinsurance, Coinsurance, Bank Reconciliation, External Confirmations</b>.</li><li>• Undertook extensive business process understanding and performed walkthroughs of Premium &amp; Claims.</li></ul></li><li>➤ Handled <b>Tax Audit</b> of private limited companies, partnership firms including drafting of reports like <b>Form 3CD, 3CA &amp; 3CB</b>.</li></ul>

## Skills:

Area	Description
Technical skills	<ul style="list-style-type: none"><li>• Proficient in <b>MS Office</b>, basic knowledge of <b>SAP ERP, IDEA and AnyAudit softwares</b>.</li></ul>
Soft skills	<ul style="list-style-type: none"><li>• Positive attitude, Team player, Analytical skills, Leadership, Problem solving, Time management, Client relationship &amp; communication.</li></ul>
Interests	<ul style="list-style-type: none"><li>• Cricket, listening music and travelling.</li></ul>
Achievements & Extra co-curricular activities:	<ul style="list-style-type: none"><li>• Participation in scholarships, Olympiads and debate competitions.</li><li>• Volunteered in college Fest (Kshitij).</li></ul>
Languages known	<ul style="list-style-type: none"><li>• English, Gujarati and Hindi.</li></ul>