

# NAMRITA VASWANI

## CHARTERED ACCOUNTANT

### CONTACT

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✉️ namritavaswani@gmail.com

### EDUCATION

ICAI	
CA FINAL	
GROUP 1	165/300
GROUP 2	155/300
CA INTERMEDIATE	
GROUP 1	226/400
GROUP 2	220/400
CA CPT	100/200
B. COM.	OCT 2020
MUMBAI UNIVERSITY	

### TOOLS

- Taxation - Winman
- Accounting - Tally ERP-09 & Tally Prime, EasyBiz
- Research - Taxman & TaxSutra
- Reconciliation - Optotax
- MS Excel

### SKILLS

- Taxation
- GST filings
- Litigation
- Interpersonal Communication
- Client Management

### CERTIFICATIONS

- Advanced Itt
- GMCS
- ITT and OT
- Mental Arithmetic- Basic

### OBJECTIVE

A Chartered Accountant seeking an opportunity where I can utilize and enhance my skills and take an active part in mutual growth by integrating my goals with that of an organization.

### WORK EXPERIENCE

- **Cipla Ltd.** FEB 23 - JUL 24  
Industrial Trainee
- Handled preparation & filing of Income tax returns for the company & its group entities.
  - Assisted in tax audits, including preparation and review of Form 3CD and supporting schedules.
  - Supported assessment proceedings and compiled detailed annexures & documentation for scrutiny cases.
  - Filed rectification applications & prepared documentation for assessment & reassessment proceedings under various sections.
  - Maintained litigation trackers & supported ongoing cases before CIT(A) and ITAT.
  - Assisted in determination of Advance tax liability
  - Researched Tax laws and Case laws using Taxman and Taxsutra
  - Drafted written submissions for penalty and recovery proceeding
- **ASL & Associates** FEB 22 - JAN 23  
Article Assistant
- Prepared and maintained accounting records for SMSE using Tally ERP 09 and Tally Prime
  - Filed Income Tax returns of firms, HUF, and individuals under section 44AD/AB of the Act using Winman
  - Filed GST returns- GSTR1 & GSTR3B of monthly and quarterly statements
  - Registered new tax payers under GST laws including compliance DRC-03 and PMT-09
- **KS Chawla & Co.** Mar 21 - Feb 22  
Article Assistant
- Prepared Financial statements including Tally Data Entry
  - Filed monthly and quarterly GST returns
  - Drafted responses to notices u/s 138
  - Prepared reconciliation of Sales & Purchases for Tax Audit purposes