

Ruchika Kailash Soni

Chartered Accountant

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EDUCATION

INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Final | May'25 | Exemptions in 2 subjects

UNIVERSITY OF MUMBAI

Bachelor of Commerce | June 2021 | Passed First Division

NAGINDAS KHANDWALA COLLEGE

HSC | Maharashtra Board

WORK EXPERIENCE

JAGDISH SONI & CO. LLP (Articled Assistant)

Oct'21 - Oct'24

Direct & Indirect Tax

- Assisted in preparation and filing of **Tax Audit Reports**, including comprehensive disclosures in Form 3CD in accordance with statutory requirements.
- Preparation and filing of **Income Tax Returns** for individuals, partnerships, and corporate entities across diversified industries.
- Assisted in **trust registration** and filing of **Form 10AB** under Income Tax Rules for charitable organizations.
- Managed end-to-end processes related to Tax Deducted at Source (**TDS**), including deduction, timely return filing, reconciliation, and issuance of Form 16/16A, ensuring full compliance with regulatory norms.
- Annual Return, GST Reconciliation Statements**, GST returns and **Refund claims** (Refund of ITC on export of goods & services without payment of taxes)
- Provided consultation regarding classification of goods and services, eligibility regarding **availment of ITC (u/s 16,17(5))**, **POS (u/s 12)**, **Time of supply (u/s 13)**, Registration under GST etc.

Auditing and Assurance

- Performed **Concurrent audit** for banking institution (Canara Bank), ensuring proper **internal controls** and thorough verification of assets such as gold and cash to ensure accuracy and compliance.
- Performed **Statutory audits** for corporate under companies Act, including preparation of financials statements.
- Ensured **compliance with CARO reporting** and maintained audit documentation as per ICAI standards and Companies Act.
- Performed **Risk assessment and Internal control testing**, **substantive** and **analytical** audit procedures in accordance with Standards on Auditing.
- Led multiple audit assignments by **overseeing and reviewing** work of team members to ensure accuracy and compliance with auditing standards.
- Preparation of **Audit Report** in compliance with **SA 700, SA 705**.

Law & Other Matters

- Submitted formal responses to **notices** issued under Income Tax and GST laws, effectively addressing queries raised during assessments and audits.
- Managed the **preparation and submission** of documents relating to tax assessments, appeals, and proceedings before tax authorities.

SKILLS AND EXTRA CURRICULAR

IT Proficiency

- Hands on knowledge of accounting software such as **Tally ERP, Computax, CompuGST**.
- Well conversed with MS office tools like Excel, Word, PowerPoint.

Extra- Curricular

- Participated in National Conference organized by ICAI
- Certificate of Participation – Cultural Night, ICAI