

Shalaka Ponkshe

Chartered Accountant

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Mumbai

SUMMARY

Chartered Accountant with a strong passion for Accounting and Finance, backed by practical experience in Tax, Audit, and Financial reporting. Eager to build a career in financial controllership and contribute to accurate, efficient, and compliant financial operations.

EDUCATION

Chartered Accountancy

⌚ 2025

Institute of Chartered Accountants of India

CA Final - Exemption in Financial Reporting & Advanced Financial Management

CA IPCC - Exemption in Corporate Law

CPT

Score: 54%

M.Com

⌚ 2021

University of Mumbai

Passed with Distinction

Score: CGPA 9.81

B.Com

⌚ 2019

University of Mumbai

Passed with Distinction

Score: CGPA 9.28

12th (Maharashtra State Board)

⌚ 2016

B.K.Birla College

Scored 97 marks in Accounts

Score: 86%

10th (Maharashtra State Board)

⌚ 2014

Shree Gajanan Vidyalay

Scored 99 marks in Sanskrit

Score: 92%

LEADERSHIP ABILITIES & EXTRA CURRICULAR ACTIVITIES

- Trained and mentored 4 new colleagues for the period of 2 months in articleship.
- Supervised junior colleagues and ensured meeting daily deadlines during 2nd & 3rd year of articleship.
- Successfully Completed 10 levels of Abacus coursework, developing strong mental math and calculation skills.
- Received Formal training in classical music.

EXPERIENCE

Article Assistant

⌚ Aug 2021 - Sep 2024

Sarangdhar & Co. (a 36 year old firm in Kalyan with 3 partners ,well known for Taxation and Audit services.)

📍 Kalyan, Maharashtra

Accounting & Audit

- Conducted thorough ledger scrutiny, **reconciled debtor and creditor balances**, and performed detailed income and expense **verification** as part of the audit team of a Private Ltd company.
- Prepared and **finalized books of accounts** of various proprietary entities and partnership firms.
- Developed comprehensive **financial projections, net worth certificates, and turnover certificates** to facilitate bank limit enhancements and renewals, demonstrating financial stability and growth potential.

Direct Tax

- Handled **Tax Audits of corporate and Non corporate clients** in range of sectors such as Consumer products, Real estate, Trusts, and other professionals, as well as **prepared Tax Audit Report in Form 3CA/CB-CD and 10B**.
- Prepared and filed **over 100 income tax returns** of varied client base.
- Experienced in preparation and filing of **TDS returns** for TDS on Salary and Non salary deduction, TDS on sale of immovable property.
- Ensured compliance with provisions related to **Advance tax**, including calculation and payment.
- Assisted in drafting detailed responses to **Assessment notices and Rectification orders**, ensuring compliance and addressing specific queries.
- Advised** clients regarding compliance of **TDS provisions**, other **income tax provisions** and resolved related issues.

Indirect Tax

- Actively involved in **GST Audits, Monthly compliance processes and GST registration** of varied client base.
- Managed filing of **Forms GSTR 1 and 3B** for clients under **QRMP scheme** and **From GSTR 4 for Composition levy**.
- Prepared and filed **VAT returns** and annual **VAT audit report** for a client in Hospitality sector.

SKILLS

Computer Proficiency: MS Excel, Office, PowerPoint, Tally, Marg ERP, Computax, Winman (CA ERP, TDS, GST), Zoho Books

Languages known: Marathi, English, Hindi