

SUMMARY

A dedicated and skilled Chartered Accountant looking to support an organization that offers a challenging professional environment and significant career advancement opportunities.

PROFILE

+919229944944

ca.uditsjain@gmail.com

https://www.linkedin.com/in/cauditsjain

EDUCATION

CA - Final Group - 1	May - 25
CA - Final Group - 2	Nov - 23
ICAI	
Secured Exemptions in Sfm and Eco Law	
CA - IPCC	July - 21
ICAI	
Secured 2 exemption	
Bachelor of Commerce	2016
Barkatullah University	

SKILLS

**Software:** MS Office, Tally ERP, Prime, Income Tax Return Filling Software (Genius, Taxpro, ST-Easy, Winman), GST Return filing Software (ST-Easy, Winman)

**General:** Excel, Word, Power Point

AWARDS AND CERTIFICATES

- Business Builder Award:** Recognized at work for contributions to business growth and development.
- Scouts & Guides Certificate:** Awarded for participation and achievements within the Scouts & Guides program.
- Nagar Palika Certificate (Drama):** Received from the local municipality for participation in a theatrical performance.
- Shot Put Certificate:** Awarded for achievement in shot put.
- Green Olympiad Certificate:** Successfully completed the Green Olympiad, demonstrating environmental awareness.

LANGUAGE

- English
- Hindi

EXPERIENCE

Accounts Associate

Jul 2021 - Sep 2024

Khushal Jain & Co. - A reputed CA firm established over 20 years ago, serving 500+ clients across diverse industries.

Mumbai

- Audit & Assurance
- Finalized accounts** for 30+ entities, **preparing financial statements** in accordance with Accounting Standards.
  - Conducted **vouching** and ledger scrutiny of key heads: income, expenditure, fixed assets, and bank accounts.
  - Prepared and reviewed **CARO Reports**, ensuring compliance with the Companies Act, 2013.
- Taxation (Direct Tax)
- Filed 100+ **Income Tax Returns** and **TDS Returns**, ensuring 100% timely compliance with statutory deadlines.
  - Prepared over 25 **Tax Audit Reports** and offered **consultancy** on Chapter VI-A deductions, capital gains, and TDS/TCS matters.
  - Handled **notices and rectifications**, ensuring minimum tax exposure.
- GST Compliance
- Filed 200+ **GST Returns** (GSTR-1 and GSTR-3B) across clients in manufacturing, service, and trading sectors.
  - Managed **GST registrations, amendments**, and responded to 10+ departmental queries.
  - Ensured accurate **reconciliation** and compliance with Input Tax Credit (ITC) provisions.

ARTICLESHIP EXPERIENCE

Aug 2018 - Jun 2021

Ashok Rao & Co., Nariman Point Mumbai - Well-known and established firm with over 50 years of experience in serving a diverse range of clients

Mumbai

- Executed **Tax Audit Assignments** for 20+ Private Limited Companies across manufacturing, trading, partnership firms, and proprietorship concerns, ensuring compliance with statutory audit requirements
- Assisted in **implementing standard audit** procedures, including vouching, verification of expenses, and ledger scrutiny, to validate the authenticity and accuracy of financial records
- Conducted detailed reading and review of **financial statements** and contributed to the drafting and finalization of audit reports
- Prepared and filed **Income Tax Audit Reports, Income Tax Returns, and TDS Returns** for over 100 clients, spanning various industries and business structures
- Provided expert **consultancy** on Chapter VI-A deductions, capital gains, TDS/TCS matters, and facilitated preparation and filing of Form 15G/15H
- Offered support in **GST Advisory** and Enterprise Compliance, including preparation and filing of GST Annual Returns (GSTR-9 & 9C), and handling related audit procedures