

Muskan Tekchandani

muskantekchandani1999@gmail.com | (+91) 8149636268 | Mumbai

EDUCATION

COURSE	INSTITUTE	YEAR	REMARKS
ACCA - Skill Level	ACCA Institute	2024 Present	6 out of 13 Exams Cleared & 2 Appeared (Results Awaiting)
MCOM	Mumbai University	2022	First Class -80%
BCOM	CHM College	2020	93%
CA CPT	Institute of Chartered Accountants	2018	Cleared
HSC	CHM College	2017	86%
SSC	SSP School	2015	89%

EXPERIENCE

Team Lead | Kukreja & Associates (Jan 2021 - Feb 2024)

- **Concurrent and Internal Audit**
 - ✓ Conducted **Concurrent Audit** of a **Recognized Nationalized Bank** as a **Team Lead**.
 - ✓ Conducted **Internal Audit** of Partnership Firms, Private Organizations, and **Prepared Audit Reports**.
- **Direct Tax**
 - ✓ **Acted as a Team Lead** and Provided Guidance and Supervision to the **Income Tax Team for Two Consecutive Financial Years**.
 - ✓ Assisted in **Income Tax Assessments**, Income Tax Audits and Filed Form 3CB-3CD.
 - ✓ Filed Income Tax Returns and TDS TCS Returns.
- **Indirect Tax**
 - ✓ Filed Monthly GST Returns and Assisted in Filing GST Annual Return 9/9C.
 - ✓ Prepared **E-Way Bills** for Trading and Manufacturing Company.
- **Other Areas**
 - ✓ Worked on **Professional Tax Assessments** and Returns.
 - ✓ Prepared **Projected Financial Statements** for clients to submit to Financial Institutions.
 - ✓ Participated in Client Meetings to present Findings and Recommendations.
 - ✓ **Reviewed and Analysed Client Financial Data** to identify areas of Improvement or Optimization.
 - ✓ Ensured **Financial Statements are Prepared with Applicable Financial Reporting Framework**.

CERTIFICATIONS

- Financial Modelling and Fundamental Analysis from Udemy.

ACHIEVEMENTS

- **Felicited by Rotary Club** for securing **1st rank in my city** (94 Marks) in the Sindhi Language in HSC.
- Participated and **secured 84% In the Financial Literacy Contest** held by India Infoline Group.
- **Secured First Rank in SSC** in a Coaching Institute.

SKILLS

- Well Versed with Tax and TDS Software **TAXBASE**, Audit Software – **Webcas**, Tally ERP 9, Tally prime.
- Fluent in English, Hindi, and Sindhi.

HOBBIES

- **Trekking** and Badminton.