

CA Madhur Jain

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Detail-oriented Chartered Accountant complemented by strong analytical skills—proven ability to work independently and in teams, ensuring accuracy and integrity.

ACADEMIC QUALIFICATIONS

Degree/Examination	Year	Institution	Marks
CA Final	May 2024	The Institute of Chartered Accountants of India	334/600(55.67%)
CA Intermediate	Nov 2020		420/800(52.50%)
CA CPT	June 2018		125/200(62.50%)
CBSE – Class XII	March 2018	Maheshwari Public School, Ajmer	439/500(87.80%)
CBSE – Class X	March 2016	Maheshwari Public School, Ajmer	9.4 CGPA (89.3%)

WORK EXPERIENCE

Bharat Petroleum Corporation Limited | Mumbai | Industrial Training **Dec 2021 to June 2023**

(A leading Oil and Gas Company in India with a market capitalisation of 1,25,000 Cr+.)

Finance

- Facilitated **Revenue Expenditure Budgeting and Forecasting** process for **25+** BPCL entities.
- Assisted in **P&L Variance Analysis** and **GL Analysis** for clearance, resulting in a **15%** reduction in discrepancies.
- Delivered **Financial Analysis (ratio analysis)** for 30+ vendors for floatation of tenders.
- Supervised data preparation for reporting various disclosures under **IND AS-37**, and **IND AS-116**.
- Gained insight into **GR/IR, EMD, SD, and LD** processes handling **200+** transactions.
- Coordinated with Internal & External Parties resolving **50+** government and internal **audit queries**.
- Stimulated **SAP system development and testing** as per departmental requirements.
- Handled income tax compliance and filing of **Revised TDS return forms 24Q & 26Q**, ensuring 100% compliance.
- Reviewed approval of **Capital Expenditure Budgeting** for **20+** projects of SBUs/Entities.

ND Savla & Associates | Mumbai | Article Trainee

March 2021 to Dec 2021

(A well-known CA firm in Mumbai with a clientele of 300+ and 50+ staff.)

Ritesh Jain & Associates | Nasirabad | Article Trainee

May 2020 to March 2021

(A renowned CA firm in Nasirabad with over 30 years of professional existence.)

Statutory Audit

- Conducted **Statutory Audits** for **15+** clients, ensuring compliance with standards and regulations.
- Involved in **planning** and **executing audit procedures** for financial statements.
- Performed **substantive testing** on various financial elements including **revenue, expenses, inventory, and payroll**.
- Analysed **draft financial statements** including ledger scrutiny, **form 26 AS reconciliation** and **managing accounts receivables and payables** for **10+** clients including preparation of projected financial statements for **cash credit limits**.
- Ensured compliance with regulatory requirements set by the **Registrar of Companies (ROC)**, including filing of necessary documents, forms, and returns within prescribed timelines such as **AOC-4, MGT-7, ADT-1, DIR-3** etc on the MCA portal.
- Contributed to the preparation of **consolidated financial statements** and **CARO reporting** for an entity with a turnover of over 20 crores.
- Deployed **Data Analytics** in audits to identify unusual trends in financials.

Direct Taxation

- Managed **TDS compliances** for 20+ clients in **E-commerce, Healthcare, and Media & Service** sectors, including verification, return filing, and revisions, ensuring adherence to the Income Tax Act, 1961.
- Executed, reviewed, and submitted **income tax returns** for **50+** small and medium taxpayers; facilitated **tax audits** or **20+ clients**, including Individuals, Firms, and Companies in **Form 3CA-3CD & 3CB-3CD**.

ADDITIONAL SKILLS

Technical Skills: SAP FI (Financial Accounting), Tally, Microsoft Office, Winman

Certifications & Training: Basics of Indian Stock Market, Financial Modelling, Alteryx, SQL

Languages: Fluency in English and Hindi, enabling effective communication in various linguistic environments.

EXTRA-CURRICULAR ACTIVITIES

Volunteer Work: Active Volunteer in Robin Hood Army, a zero-fund organization serving surplus food to the less fortunate.

Leadership: Served as **Sergeant at Arms** at the Rotaract Club of Mumbai Elegant (2021-22).

Achievements: Lead team to **consecutive victories** in RVG Cricket League for two years.