

Shrishti Jain Chartered Accountant

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Profile

Experienced Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data. Team Leader experienced in directing activities of workgroups. Develops strategies, provides training, sets goals and obtains team feedback. Excellent interpersonal and communication skills. Big picture focus with excellence in communicating goals and vision to succeed. Problem solver, networker and consensus builder.

Education

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| 04/2014 – 07/2018 | Chartered Accountants, <i>Institute of Chartered Accountants of India</i> | Ahmedabad, India |
| 04/2014 – 07/2017 | B.Com, Mohanlal Sukhadiya University | Aburoad, India |

Professional Experience

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| 12/2020 – present | Team Leader/Senior Associate, <i>KMK Ventures Private Limited</i> <ul style="list-style-type: none">• Prepared and reviewed federal and state income tax returns in accordance with applicable tax laws.• Prepared internal and regulatory financial reports, balance sheets and income statements- Monthly Bookkeeping for a clientele of 8 companies• Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.• Oversaw high-volume accounting operations with two person team focused on efficient budget administration, AP/AR and other financial management needs.• Handled a team of 12 members• Generated sales tax reports for each operational jurisdictions, monitored bi-weekly payroll and prepared and paid out sales commissions.• Built strong relationships with customers through positive attitude and attentive response.• Initiated timely response to emails, voicemails and written correspondence.• Prepared cash flow projections, cost analysis and monthly, quarterly and annual reports.• Reconciled accounts and reviewed expense data, net worth and assets. | Ahmedabad, India |
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| 01/2020 – 07/2020 | Associate , Rhythm Business Advisory Private Limited <ul style="list-style-type: none"> • GST returns • TDS Returns • New GST Applications • Monthly Accounting • Lead a team of 5 people • Income Tax returns for Individuals and partnership firms | Ahmedabad, India |
| 02/2019 – 11/2019 | Associate , Amit H Gupta & Co. <ul style="list-style-type: none"> • Handled 4 Insolvent companies by myself • Handled AP and AP • Prepared various reports for the Court which are basic requirements to track the progress of the companies like Preliminary report, Monthly reports, Progress Report. • Handled GST and TDS Return filing • Handled Income Tax return filing | Ahmedabad, India |
| 11/2020 – 12/2020 | Content Writer , Youth India Foundation <ul style="list-style-type: none"> • Used various software like Canva to stylize the content • Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content. • Repurposed and optimized existing content for use in different mediums. • Provided writing support in fast-paced environment for variety of public-facing materials. • Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach. | Work from home, India |
| 09/2020 – 10/2020 | Account Assistant , Wudstreet Investment Private Limited <ul style="list-style-type: none"> • Used advanced software like Zoho and Tally to prepare documents, reports and presentations. • Created Excel sheet to mark the investments return on a daily basis. • Attended various Fund managers call to discuss the viability of the fund • Prepared reports and materials to assist with audits. • Tracked funds, prepared deposits and reconciled accounts. • Documented sales, customer interactions and concerns and generated update reports for senior management. • Validated and recorded invoices and resolved discrepancies with vendors. | Work from home, India |
| 07/2020 – 2020 | Article Trainee , IIFL Limited <ul style="list-style-type: none"> • Created a clientele of 10 clients to learn stock management • Created financial report for various companies to make sure they should be bought or not • Reported ROIs using Excel spreadsheets. • Initiated comprehensive account assessments to check viability, stability and profitability of business operations. | Work from home, India |

08/2015 – 11/2018

Article Assistant, V CAN & Co

Ahmedabad,
India

- Tax returns of Individuals and listed companies like Hindustan Dorr Oliver Limited and HDO Technologies Limited
- Concurrent Bank audit of Bank of Baroda, State Bank of India, Bank of India
- Statutory audit of Union bank of India
- Internal Finance Control for Lendingkart Technologies and Lendingkart Finance Private Limited
- Service tax returns for 100 clients
- Excise return filings for 20 clients
- VAT Return filings for 40 clients
- Consultation of TDS and GST to Lendingkart Finance and Lendingkart Technologies Pvt limited.
- Rewrote financials for 5 years of various companies to be submitted to SEBI for IPO
- 15CA CB filing

Skills

Accounting

Quickbooks
Xero
Tally
Zoho

Taxation

Proconnect
Lacearte
Taxslayer
Genius

Communication

Team leader

Communication channels

Teams
Slack
Front

Problem solving

Time tracking software

Toggle
Clickup

Meeting deadlines

Sales tax returns filing

Languages

English



Hindi



French



Gujarati



Certificates

• Quickbooks Pro advisor

• Xero Pro advisor

Interests

Reading, Writing, Learning new things, Walking, Watching series