

EKTA SACHANIYA

CHARTERED ACCOUNTANT

CONTACT

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+91 9428184074

EMAIL:
ektasachaniya16@gmail.com

HOBBIES

- Drawing
- Travelling

COMPUTER SKILLS

- Worked with **spectrum, KITRAT, Compuoffice** and **cleartax** return filling software
- Tally ERP 9
- Completed 200 hrs of Advanced ITT training with ICAI
- Skilled in MS Office

PERSONAL DETAILS

Date of Birth: 16th January 1997

Languages: Hindi, English, Gujarati

Address: 31, Rannapark Soc,
Vatva road, Isanpur,
Ahmedabad 382443

CERTIFICATES

- Management and communication skills
- Advanced Information Technology

WORK HISTORY:

07/2021 – 09/2021
Accountant
Kaushal Shah & CO., AHMEDABAD

04/2017 – 03/2020
Articled Assistant
NPKU & ASSOCIATES, AHMEDABAD

PROFILE

A qualified CHARTERED ACCOUNTANT is looking for an opening in a fast paced, growth-oriented organization to carve out a responsible position where I can utilize my skills and develop new ones. I would like to work in environment which helps me grow as individual and improve myself in every sphere.

EDUCATION

Professional Background:

Qualification	University	Marks obtained	Year of Passing
CA FINAL	ICAI	426/800	Dec 2021
CA Intermediate GR 2	ICAI	151/300	May-2017
CA Intermediate GR 1	ICAI	209/400	Nov-2016
CPT	ICAI	109/200	Dec 2014

Academic background:

Qualification	University	%	Year of Passing
B. Com	Bhavnagar University	68%	2016-17
Class XII	GSEB	76%	2013-14
Class X	GSEB	84%	2011-12

EXPERIENCE

- **Auditing:**
 - a) Planned and executed audit under different statutes using generally accepted Auditing Standards
 - b) Have been a part of stock audit
 - c) Compliance with various sections of Income Tax Act mentioned in Form 3CD
- **Taxation:**
 - a) Preparation of Income computations of various assesses and filing of income tax returns
 - b) Compliance with TDS Provisions
 - c) Filing of returns under GST law
- **Accounting and Finance:**
 - a) Responsible for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit
 - b) Filing of documents and returns with Registrar of Companies
- **Other:**
 - a) Maintained confidentiality of bank records and client information
 - b) Directed and educated junior team members on auditing techniques, Book keeping and software.