

# Mayank Mantri (C.A., B.Com.)

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PROFESSIONAL AND ACADEMIC QUALIFICATIONS				
Month/Year	Degree/Examination	Board/Institute	Marks / %	Remarks
Dec 2021	CA Final (New)	ICAI	421/800	Exemption in Direct Tax, Indirect Tax Eco. Law
May 2018	CA Intermediate	ICAI	365/700	Exemption in Advanced Accounting
May2016	CA CPT	ICAI	141/200	Pass with Distinction
2017-2020	Bachelor of Commerce	MDSU	60.5%	Highest scorer in Taxation and Accounts.
2016	Class XII	RBSE	78%	
2014	Class X	RBSE	85%	
Completed course from UDEMY in Financial Modeling.				
WORK EXPERIENCE				
Associate – CA Anurag Jethliya & Company, Bhilwara			From Feb 21 – Till date	
Audit & Assurance (Statutory & Income Tax Audit, GST, Project Finance)	▪ Preparation of <b>ITR</b> for companies, Partnership Firms, Trust and Individuals.			
	▪ Audited a diversified portfolio of corporate spread across Industry such as <b>Manufacturing, Trading Mining</b> .			
	▪ <b>Stock audit</b> of Manufacturing and Trading concern.			
	▪ Performed <b>Tax audits</b> in accordance with the <b>Income Tax Act, 1961</b> .			
	▪ Examined compliance with matters of <b>CARO, 2016 &amp; of Companies Act, 2013</b> .			
	▪ Involved in audit report finalization process, scrutiny of ledgers and preparation of financial statements as per schedule III of companies act, 2013.			
	▪ Compliances of TDS including TDS revision, Preparation and filing of Form 15CA and 15CB.			
	▪ <b>Filing of GST Return</b> (GST 3B and GSTR 1) for normal taxpayer as well as Composition Taxpayers.			
	▪ Effectively handled <b>GST Compliances</b> of multiple client including registration, RCM check, Monthly reconciliation of GSTR 2A with GSTR 3B and books.			
	▪ <b>Analyses</b> past and current financial data for <b>raising finances</b> in term of loan, Cash credit, Letter of credit, Bank Guarantee.			
Articleship firm – KPSJ & Associates LLP, Ahmedabad			From Aug’ 17 – To Aug’ 20	
Audit, Income Tax, GST, TDS, Project Finance	▪ Filing of GST Returns, Preparation of Tax audit reports, Filing of ITRs, helping clients in tax planning, filing of TDS and TCS returns.			
	▪ Effectively handled audit all phases of the audit process including planning, risk assessment, control testing, substantive testing, analytical procedures, ledger scrutiny, etc. in an audit of financial statements			
	▪ Handled various <b>Greenfield and Brownfield</b> projects involving raising of finances in the form of term loan, cash credit and letter of credit.			
	▪ Played key role in statutory audit and Internal audit of various Manufacturing, Trading & Service Entities			
	▪ Preparation of standalone and consolidate financial statements.			
	▪ Assisted in preparation of response under E-assessment scheme and booklet of documents for Income Tax matters <b>CIT &amp;CIT (A)</b> .			
EXTRA CURRICULAR ACHIEVEMENTS				
Other	▪ Preparation of Business and Financial Analysis report of various listed company in different sector for personal Investment purpose.			
OTHER INFORMATION				
▪ <b>Technical Skills</b> : Proficient in Microsoft Excel, Word and Tally ERP, Computax				
▪ <b>Languages Known</b> : English, Hindi, Marwari				
▪ <b>Date of Birth</b> : 16 Dec, 1999				
▪ <b>Personality Traits</b> : Analytical Mindset, People Management, Critical Decision Maker , Optimistic, Ambitious.				