

DIVY MUNDRA

Chartered Accountant

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📍 Ahmedabad, Gujarat.

EXPERIENCE

Article Assistant

Talati & Talati LLP

📅 10/2021 - Present 📍 Ahmedabad

Automobile Industry

- Verified compliance of various **provisions** of Companies act, Income tax & GST act.
- Reviewed ledgers to ensure **proper accounting** and year end adjustments.
- Verified **job cards** for service of cars and **extended warranties**.
- Reviewed **procedures** to identify and address potential weaknesses.

Pharmaceutical Industry

- Conducted **Tax audit** of pharmaceutical firm having turnover of above **300cr**.
- Prepared **financial statement**.
- Audited **sales promotion** expenses.

Textile Industry

- Conducted **internal audit** of India's leading and world's fourth largest integrated denim fabric manufacturing **listed company**.
- Performed **HR audit**, **safety and security** audit.
- Verified **statutory liabilities** of direct and indirect taxes.

Miscellaneous

- Prepared **GST reconciliations**.
- Conducted **stock audits**.
- **Ledger scrutiny** of various clients.
- Preparation and presentation of **financial statement**.

Mistry and Shah LLP

📅 02/2021 - 09/2021 📍 Ahmedabad

Indirect Tax

- Prepared **GST returns** (GSTR-1 and 3B) of **textile** group of companies on monthly basis.
- Prepared **GST reconciliations** on monthly and annual basis.

Direct Tax

- Executed **tax planning** and filled **returns** for various Individual clients.
- Analysed, assessed and ensured timely compliance of statutory liability of **TDS and TCS** of **textile** group of companies.

SKILLS

Financial and valuation modelling

Fundamental and technical analysis

Tally ERP

SAP

Derivative trading

Portfolio management

Leadership

EDUCATION

Chartered Accountant

Institute of Chartered Accountants of India

📅 11/2019 - 11/2023

- Cleared all level of Chartered Accountancy in the First Attempt.
- CA Final (Both Groups)- Nov. 2023
- CA Intermediate (Both Groups) - Nov. 2020
- CA Foundation - Nov. 2019

Higher Secondary CBSE Boards

CBSE

📅 03/2019

- Secured 95% (475/500)

CERTIFICATION

NISM-Series-VIII:Equity Derivatives

National Institute of Securities Markets (NISM)

NISM-Series-XV: Research Analyst

National Institute of Securities Markets (NISM)

EXTRACURRICULAR ACTIVITIES

✓ Master of Ceremony of International Conference of CA Students organised by The ICAI

✓ Hosted various events

✓ Sports person

LANGUAGES

English

Hindi