**RESUME**

1. **Personal Information:**

Date of Birth: 02/01/1989

Marital Status: Single

Language None: English, Hindi, Gujarati

1. **Educational information:**
2. Integrated Professional Competency Course (IPCC) First Group in 2012
3. CPT in 2011
4. B.com from Gujarat University with 60.01% in 2010
5. **Training:**
6. Work with Naimish N. Shah & Co. as a Article Assistance for **3 years**  as per ICAI guideline.
7. CA computer programme from ICAI as per their guideline.
8. **Work Experience:**
9. Worked with Noble Outsourcing Services, at Ahmedabad since 3 year 1 months
10. Work with Namish N. Shah & Co. Chartered Accountant Firm for 4 years.
11. Work with Kamal U. Modi & Co. Chartered Accountant Firm for 3 years.
12. **Skill Set and work experience:**

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| 1. Rich experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements with following entities. |

1. Firms
2. Private Limited and Listed Companies
3. Trust
4. Individuals
5. Advance level of knowledge regarding auditing as per Companies Act, 2013, Tax Audit u/s 44AB of Income Tax Act, 1961 Bank Branch Audit etc.
6. Income Tax Return filing process and finalizing the various ITR with difference entities as per Income Tax Act, 1961.
7. Handling of Scrutiny Assessment of various entities like firm, trust, company, individual etc.
8. Handling of CIT Appeal matters for various entities like firm, trust, company, individual etc.
9. TDS return filing and Revised Return with online and offline mode.
10. Company law matters and filing process.
11. Company incorporation and compliance related issues.
12. LLP incorporation, Conversion of Firm to LLP, Conversion of Private Limited company to LLP etc.
13. Compliance regarding LLPs.
14. Online rectification process regarding return filed with CPC, Bangalore.
15. Skills for interpretation various law and its implication.
16. Preparing and submitting the various project report for availing the financial assistance from financial institutions.

1. Computing & arranging for timely deposit of taxes (Income Tax, TDS); filing the returns for timely completion of assessment and ensuring statutory compliance.
2. Carrying the process for private placement for private limited companies.
3. **Technical Skill:**
4. MS office, Tally Erp 9, Kitret, Fast TDS etc.

Thanking You,

**Yours Faithfully,**

**(Ronakbhai Jigneshkumar Mehta)**