**SWATI CHICHANI**

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Mob: +91 8989768383

**CAREER OBJECTIVE**

To work in an enthusiastic environment with the coordination of every member to serve the organization in best possible manner and to boost up my knowledge and skills by continuously improving myself in every field with a constant desire to learn new techniques.

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of the Course** | **Board** | **Year of passing** | **Score** | **Remarks** |
| 2. | CA. Final Ist Group | ICAI | Attempted May 2017 | - | Awaiting for Result |
| 3. | CA. IPCC | ICAI | May 2013 | 365/600 | Cleared both groups |
| 4. | CA. CPT | ICAI | June 2011 | 106/200 | Cleared in first attempt |

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Diploma/Degree** | **University / Board** | **Year of Passing** | **Percentage** |
| 1. | B.Com (Financial Management) | DAVV, Indore | 2014 | 60% |
| 2. | SSC | CBSE | 2011 | 82 % |
| 3. | HSC | CBSE | 2009 | 72% |

**COMPUTER PROFICIENCY**

Software : Tally 7.2 & ERP 9, Smart Tax & TDS, Compu Tax & Compu TDS,

Finacle Software in Banking Stream

MS Office : MS-word, Excel & Power point

Other : Basic Internet knowledge

Underwent 100 hours ITT Training of ICAI

**ARTICLESHIP DETAILS**

Completed Articleship under **VIRENDRA JAIN & CO.,** Mandsaur (Proprietorship Firm), from Aug 2013 to Aug. 2016.

**Exposure as an Article Trainee:**

Exposure to varied professional areas which includes:

In the field of Auditing

* Assisted in tax audit of various Proprietorship concerns, Partnership firms, Private Limited Companies and Co-operative Society.
* Assisted in statutory audit of various Companies.
* Preparation, compilation and finalization of accounts of various Proprietorship concerns, Partnership firms, Private Limited Companies and Co-operative Society.
* Assisted in Bank branch Audit of Following :
* Central Bank of India, Suwasra (Main Branch).
* UCO Bank , Kyampur
* Bank of Baroda, Mandsaur
* Bank of India ,Ratlam & Mandaur

In the field of Taxation

* Preparation of Income Tax Computation of Individual, HUF, Firms and Companies along with return preparation, uploading and filing.
* Assisted in preparing Scrutiny papers.
* Preparation of various Tax Returns under Service tax and VAT.

Miscellaneous Matters

* Prepared various project finance reports for term loan financing and getting sanctions for OD and CC Limits of both Trading and Manufacturing Concerns.
* Assisted in Balance Sheet analysis of various Trading and Manufacturing concerns.

**Key Exposure :**

* Revised Schedule Ⅲ Requirement of Companies Act 2013.
* Exposure to Direct & Indirect tax laws.
* Accounting standards compliances.
* Drafting of audit report as per Company Audit Report Order requirement.

**PERSONAL VITAE**

Father's Name : Mr. Ashok Chichani

Date of Birth : 12/02/1993

Permanent Address : 23,Chakravarti colony , near station road,

Mandsaur ( MP.)

Marital Status : Unmarried

Languages Known : English and Hindi