

RUTVIKA KADECHA

Chartered Accountant

Contact

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Address

Ahmedabad, Gujarat

Skills

- Software Skills (Tally ERP 9, Clear TAX, Genius)
- Computer Skills (MS Word, MS Excel, Powerpoint)

Soft Skills

- Critical Thinking
- Problem Solver
- Team Player
- Good Communication and Interpersonal skill

Language

- English
- Gujarati
- Hindi

Project

- Presentation on Cryptocurrency in MCS Training conducted by ICAI.

Professional Qualification

2019 - 2022
Ahmadabad

- **Institute of Chartered Accountants of India**
CA Final- 56.88%
455/800 marks with exemption in 5 subjects.

Nov - 2018
Rajkot

- **Institute of Chartered Accountants of India**
CA Intermediate - 54%
432/800 marks with exemption in 2 subjects.

Dec - 2017
Rajkot

- **Institute of Chartered Accountants of India**
CA CPT - 81%
162/200 passed with distinction.

2017 - 2020
Rajkot

- **Saurashtra University**
B. Com - 63.25%
Selected Account & Finance as primary subjects.

Work Experience

2020 - 2022
Ahmadabad

- **Article Trainee**
Nikhil S. Katrodiya & Co.
This firm is actively engaged in the field of Auditing, Taxation, Project Finance, RERA (Gujarat), Appeals.

2019 - 2020
Rajkot

- **Article Trainee**
Falak Shah & Associates
This firm is actively engaged in the field of Auditing, Taxation, Project Finance.

Assignments

Taxation:

- During my CA articleship, I demonstrated my proficiency in **tax compliance** and advocacy by expertly preparing and filing over 350 **Income Tax Returns** on behalf of diverse clients.
- I also adeptly managed the filing of approximately 50 **TDS & TCS Returns**.
- My legal drafting skills were honed through the drafting of the **Memorandum of Appeals** for more than 10 clients.
- I was privileged to be an essential member of a core team entrusted with managing the **GST refund process** of the Government departments, facilitating refund claims worth more than Rs. 5 Crore.

Auditing:

- I gained experience in executing **Statutory and Tax Audits**, which included conducting site visits, analyzing financial statements, and preparing reports for both **corporate and non-corporate clients** across diverse sectors, such as Construction, Pharmaceuticals, Manufacturing, Home Services, and Trading has given me a broad perspective on various business models.
- I have an in-depth **understanding of the GST** and have filed approximately 250+ **GST Returns** for clients involved in different lines of business.
- I have also effectively handled **GST audits** for around 20 clients, which helped me to develop my auditing and problem-solving skills.

Miscellaneous:

- I prepared **Brief Profiles and CMA Reports** for 30 clients to obtain new loans and renew working capital limits based on projections.
- I prepared and filed **RERA Quarterly Returns and Annual Returns** for over 10 clients. My proficiency in compliance and regulatory requirements was essential in ensuring that these clients met all their RERA obligations on time.
- I also complied with **MCA regulations** and filed **ROC Forms** for clients, ensuring their legal and regulatory compliance.