

Tamanna Mukeshkumar Sharma

CAREER OBJECTIVE:

To carve a niche for myself as a Chartered Accountant in the field of Taxation, Audit, Accounting and Finance.

ACADEMIC QUALIFICATION

Qualification	Institution	Year of Passing	Marks	%	Highlights
C.A – FINAL(Group 1)	ICAI	Nov, 2017	200/400	50.00 %	60 marks in SFM
C.A – FINAL(Group 2)	ICAI	June, 2019	213/400	53.25 %	60 marks in AMC
C.A. – IPCC(Group 1)	ICAI	Nov, 2013	259/400	64.75 %	80 marks in Accounting and Costing
C.A. – IPCC(Group 2)	ICAI	May, 2014	170/300	56.67 %	62 marks in I.T.
C.A. – CPT	ICAI	2012	150/200	75 %	-
B.COM	Gujarat University	2015	-	73.71%	-
XII	Gujarat Board	2012	608/700	86.86 %	-
X	Gujarat Board	2010	514/650	79.08 %	-

INTERNSHIP EXPERIENCE

As an Article Assistant in Divyesh H. Shah & Co. .

Participated in Statutory Audit, Internal Audit, Preparation and filing of income tax returns of Individuals, companies and firms.

Highlights:-

Taxation

- Preparation of Income tax returns of individuals, companies, and firms & E-Filing thereof.
- Preparation and Filing of E-TDS and Service tax returns.
- Preparation of submissions of assessment/reassessment/appeals/etc to be submitted to I.T.Authorities.

Statutory Audits

- Analysis of Draft Financial Statements including notes to the accounts.
- Ensuring compliance of TDS, applicable accounting standards.
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance.

Tax Audits

- Preparation of Form 3CA, 3CB and 3CD reports.
- Compliance with TDS Provisions.
- Compliance with various sections of Income Tax Act mentioned in Form 3CD.

Other Ancillary Activities and projects

- Internal Audit of Co-op. Society, Trust and Companies.
- Fixed asset Physical verification.
- Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation, various logic tests, etc.
- Filing of documents and Returns with Registrar of Companies I.e. Company law forms
- Check bills and verify accuracy of calculations and completeness of supporting documents with manual records
- Ascertain the maintenance of statutory records and ensure prompt payments of statutory liabilities.
- Reconcile accounts (involves cross verification of various accounts).
- Finalize accounting statements like Trial Balance, P&L a/c and Balance Sheet.

COMPUTER PROFICIENCY

Successfully completed 100 hours of Information Technology Training in accordance with the requirements of “The Institute of Chartered Accountants of India.” and acquainted with Windows packages like MS Office.

Tamanna M. Sharma