

# Resume



## **Bhavna Harshil Kajiwala**

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### **Career Objectives:**

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure to bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

### **Academic Qualifications:**

- Cleared CA Final 2<sup>nd</sup> Group with 52% Marks in May, 2012.
- Cleared CA Final 1<sup>st</sup> Group with 56.5% Marks in Nov, 2010.
- Passed M.Com in 2007 from Gujarat University with 49.37% marks.
- Passed B.Com in 2005 from Gujarat University with 66.33% marks.
- Passed Higher Secondary Examination in 2002 from G.S.E.B with 80.17% marks.
- Passed Secondary Examination in 2000 from G.S.E.B with 85.86% marks.

### **Articleship Experience:**

Completed Article ship from **Jaimin Deliwala & Co.**

### **Major Clients Handled**

- Krishna Communication Outdoor
- Rakesh Advertising Private Limited
- Galaxy Group Of Companies
- Doon International School

### **Responsibilities includes:-**

- Preparing audit programs in consultation with client.
- Analysis of draft financial statements including notes to accounts.
- Timely calculation & deposit of TDS.
- Prepared income tax returns of various clients.
- Vouching of Various Books like purchase book, Cash Book, Journal Book
- Checking & Establishment of internal control system.

### **Professional Experience:**

Working as an Assistant Manager with **Raajratna Metal Industries Limited** Since Sept, 2011.

### **Responsibilities includes:-**

- Service Tax computation, Deposit of Service Tax, Working on Cenvat Credit & Service Tax Exemption working.
- Vat Computation & Filing Monthly Vat E-Return, Annual Vat E-Return & Filing Vat Audit E-Report.
- Preparation of Balance sheet.

### **Computer Skills:**

Proficiency in **Windows XP/2007, MS-Office 2010** (Word, Excel, Power Point, outlook), **Tally.ERP9** and familiar with all type of needy skills.

### **Strengths:**

- Flexible, Consistent, Like to work in team.
- Ability to manage stress, time and people effectively.
- Punctual, Innovative, Positive attitude and enthusiastic.

### **Personal Information:**

Date of Birth	: 19 <sup>th</sup> Jan, 1985.
Marital Status	: Married
Husband's Name	: Mr. Harshil B. Kajiwala
Languages Known	: English, Hindi, Gujarati
Interest	: Reading, Music and Travelling

I assure that if given opportunity to serve, I shall work for this organization with Passion, heartiness and promise to contribute in my mite through Integrity, dedication and competence.