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**NEHA G. UTTWANI**

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**CONTACT:****Tel: +91-8866328159****E-mail : nikitauttwani@gmail.com****CARRIER OBJECTIVE:**

To work in an esteemed organization where I can utilize my professional skills effectively & get value addition in working areas. I want to enhance my skills & for that I will work hard & will serve the organization with efficiency. , I am sure to prove myself a valuable asset for the organization for mutual growth of self as well as the organization.

**PROFESSIONAL QUALIFICATIONS:****Course: CA****Level: Passing year**

CA FINAL: Group 1 Appeared in May 2023

Group 2 Appeared in May 2023

IPCC: Group 1 in Nov 2018

Group 2 in Nov 2020

CPT: Dec 2015

**ACADEMIC QUALIFICATIONS:****MASTERS OF COMMERCE:**

- Passed M.com in 2021 from Gujarat University

**BACHELOR OF COMMERCE:**

- Passed B.com in 2018 from Gujarat University

**SCHOOL:**

- Passed H.S.C in March 2015
- Passed S.S.C in March 2013

**CERTIFIED COURSE**

- Diploma in Information Technology

## EXPERIENCE:

- 3 years experience as an article assistant with Ankita hiren & associates chartered accountants, ahmedabad. ( from 18-02-2019 to 10-02-2022).
- 2 months as an accountant with pritech pvt. ltd.

### **My role involves accounting, reviewing, auditing and reporting.**

**Accounting:** Finalization of Books of Accounts on Quarterly, Half Yearly or Yearly basis as per requirement of the organization.

**Goods and Service Tax Matters:** Registration, Return Filling , GST Audit , GST Refund(in case of Export and Inverted Duty- Structure), Formulating a reply for GST Notice.

**Income Tax Matters:** ITR Filling, Finalizing of Tax Audit Report along with Annexure, TDS Return

**Company Law Matters:** E fillings Annual Forms, Company Incorporation process, Drafting resolutions & Minutes.

**RERA:** CA certificate under RERA and RERA audit

Managing difficult tasks in timely and result oriented manner within principles and guidelines of the organization along with satisfaction of clients.

Assisting seniors in their work with my required opinions and views and preparing of various reports as required professionally.

## COMPUTER/ SOFTWARE PROFICIENCY:

- TALLY
- SARAL TAX OFFICE
- KITRET
- MIRACLE
- MS Office viz. Word, Excel, Power Point.

**PERSONAL DETAILS:**

- Date of Birth: 31<sup>ST</sup> August 1998
- Languages Known: Sindhi, Hindi, English and Gujarati.
- Address: H-101, Maa Mahegibanagar, Narendra Modi Stadium Road, near Narendra modi Stadium, motera, Ahmedabad-380005

**INTEREST & HOBBIES:**

- Reading books, Travelling, Listening music, etc.