

**Kaif R Dhroliya**  
**Chartered Accountant**

A Chartered Accountant targeting assignments in Auditing (ideally Statutory Audits) in a top professional firm, preferably the Big 4



### **I. PROFESSIONAL QUALIFICATIONS**

<b>Year</b>	<b>Examination</b>	<b>Institute</b>	<b>Marks/Total</b>	<b>Remarks</b>
May 2022 & Dec 2021	C.A. Final	ICAI	509/800	Exemption in Six Subjects
May 2018 & Nov 2018	C.A. Inter	ICAI	454/800	Exemption in Three Subjects
June 2017	CPT	ICAI	152/200	Pass with Distinction

### **II. ACADEMIC QUALIFICATIONS**

<b>Year</b>	<b>Examination</b>	<b>Board/University</b>	<b>Marks/Total</b>	<b>Remarks</b>
Feb 2021	M.com.	IGNOU	-	Result & Degree Awaited
June 2020	B.Com.	IGNOU	752/1200	First Division
Mar 2017	H.S.C. (XII Std.)	Gujarat Board (Saint Xavier's)	543/700	96.72 Percentile Rank
Mar 2015	S.S.C. (X Std.)	Gujarat Board (Saint Xavier's)	428/600	92.35 Percentile Rank

### **III. PROFESSIONAL EXPERIENCE**

**Organization**      **M/s. Dholakia & Dholakia.** (Chartered Accountants), Jamnagar  
Aug 2018 - Mar 2019 (7 months)

**M/s. Onali M Modi & Co.** (Chartered Accountants), Jamnagar  
Mar 2019 – Oct 2021 (2 Years 7 months)

**Department**      Audit & Tax

**Designation**      Article Trainee Year 3

#### Key Areas

### 1. AUDIT

- ☞ Assisted in the audit of listed & unlisted companies engaged in manufacturing, trading, and service business
- ☞ Performed location-wise audit including stock counts of Maruti Suzuki car service centers
- ☞ Conducted ledger scrutiny to ensure classification of items into proper heads and no unusual transactions
- ☞ Ensured adherence to laid down control framework in the client organization
- ☞ Collated & validated inputs required for audits and sharing with the team
- ☞ Attended meetings at the client site with the engagement team
- ☞ Trained junior/new interns in the office
- ☞ Reported directly to the manager in charge and ensured to raise timely concerns on audit to the manager
- ☞ Helped in preparing budgeted vs actual hours analyses and reported the same to the manager
- ☞ Conducted Tax Audit of various sole proprietorship and partnership firms in accordance with the prevailing laws and regulations
- ☞ Ensured timely completion of audits with high quality and helped seniors in archiving process

### 2. OTHER

- ☞ Prepared Stock, Networth & PSL Certificate for various sole proprietorship and partnership firms
- ☞ Prepared certificate for the claim of duty drawback of Nayara Energy Limited
- ☞ Return filing of various sole proprietorship and partnership firms

## IV. ADDITIONAL SKILLS

#### Skills

### 1. TECHNICAL SKILLS

- ☞ Accounting Software – Tally 5 / 4 / 7 / 2 / 9
- ☞ Audit Software – Aeon Audit
- ☞ MS Office (Excel, Word, PowerPoint)

### 2. SOFT SKILLS

- ☞ Positive Attitude
- ☞ Work Ethic
- ☞ Written and verbal communication
- ☞ Teamwork
- ☞ Adaptability

## V. PERSONAL DETAILS

#### Languages

English, Hindi & Gujarati

#### Passport available

Yes (Expiry 25-02-2025)

#### Date of Birth

22<sup>nd</sup> December 1999

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