

SUMMARY

A Qualified Chartered Accountant having over 5 years of multi-faceted experience in Finance, Accounts, Financial Planning, Auditing, MIS , Tax Planning, Budgeting, Credit Monitoring Arrangement Report and compliances relating to Income Tax, ROC and GST regulatory authorities.

Proven ability to exercise professional judgement in dealing with disclosures of information in financial reporting of corporate and personal Income Taxes with defensible approach to using the Income Tax Act and other regulations. Highly skilled in researching sources, identifying solutions and alternatives to tax issues.

EDUCATION QUALIFICATION

PROFESSIONAL

- **Chartered Accountant**- Cleared in May 2016 from The Institute of Chartered Accountants of India (ICAI).
- **Company Secretary**- pursuing CS final

ACADEMICS

- **Bachelor of Commerce** - HL Institute of Commerce, Ahmedabad (Ahmedabad University)-2011
- **12th** - St Pauls Senior Secondary School, CBSE Board, Banswara, Rajasthan-2008

SKILLS

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| • Feasibility study | • Financial planning |
| • Drafting of Deeds and agreements | • Cash flow statement |
| • Comparative financial Analysis | • Income Tax Assessment and Submission |
| • Internal and statutory Audit | • Regulatory compliances |
| • Reconciliation | • Liaise with clients |
| • MIS reporting | • Communication and interpersonal skills |

PROFESSIONAL EXPERIENCE

Sept'16- Till date

- **Founder of 'P. Sisodia & Associates' Ahmedabad** , Chartered Accountancy Partnership firm.

Oct'15- Till date

- **Associated with 'D Trivedi & Associates' Ahmedabad**, Chartered Accountancy proprietorship Firm.

Clientele Audited/Worked With

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| • Muthoot Finance Ltd. | • Navbharat seeds Ltd. |
| • Muthoot Precious Metal Corporation. | • ATS Techno Private Ltd. |
| • Lok Prakashan Ltd. | • Tapan healthcare 24/7 Pvt Ltd. |
| • Carrier Air-conditioning & Refrigeration. | • Mahalaxmi Rubtech Ltd. |

The Attainments

- Inspected books of accounts & accounting system for efficiency, effectiveness and use of accepted accounting procedure to record transactions.
- Prepared detailed reports on audit findings analyse and verify annual reports.
- Instrumental in conducting Tax audit and finalization of Income Tax Returns for various corporate clients of engineering sector, textile sector and healthcare sector.

- Managing statutory compliances like GST payment & return filing, TDS deduction, remittance & return filings.
- Audited GST registered Taxpayer of different sectors by Preparation and submission of GSTR-9 and GSTR-9C with reconciliation by examination of records, returns and other documents maintained by Taxpayer.
- Prepared and finalized individual taxation work with advising on Tax saving.
- Prepared income Tax Assessment Submission, Representation at Income Tax Department and filing of Appeals before first appellate authority i.e CIT(A) and ITAT.
- Provided services to client related to ROC Compliance such as company formation & Incorporation, Annual filing of the companies, appointment of auditor, Return of deposits, Allotment of shares and other miscellaneous work like DIN Creation, appointment of directors, KYC of company etc.
- Preparation and submission of form 15CA and 15 CB for remittance outside India and also analysing the implication of TDS on the same.
- Developed, produced and enhanced project report for different proposals for financing.
- Preparing internal and statutory audit schedule on quarterly and yearly basis.
- Preparation of ROC search Report for Banks.
- Certified and attested various financial documents for corporate and non-corporate clients.

Productivity: TALLY, MS Office Suit, Genius software for Income tax, GST and TDS.

INTERNSHIPS

3.5 years

M/S D Trivedi & Associates (Chartered Accountancy Firm)

- Assisting in the internal audit and statutory audit of various clients.
- Assisting in Bank Proposals, CMA Data, physical Stock Taking, and other Financial Matters.
- Preparation of cash flow and fund flows.
- Direct Tax work which includes Income tax returns of corporate and Non Corporate Assesses,
- Indirect Tax Work including VAT, Service Tax, Excise.
- Assisted in export related documentation with DGFT and ECGC authorities.
- Assisted in documentation of availing subsidy under TUFS, CLCSS, ROSL etc
- Assisting in income tax assessment and preparation of form 35 for Appeals.
- Preparation of various deeds & Agreements and also registration of Firm at ROF.

ACHIEVMENTS

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| • Best participant award in GMCS training of 15 days. | 2013 |
| • Secured 3 rd position in high school board exams. | 2008 |
| • Head coordinator of cultural events in Annual cultural Fest | 2010 |
| • Winner in relay race and 100m race in high school annual sports fest. | 2007 |
| • Trekking kedarkantha at height of 12500 ft | 2019 |
| • Active member of Excellers' Foundation since 2008 | |
| • Active member of young member skills & innovation development committee of Ahmedabad branch of ICAI. | |

TRAININGS & SEMINARS

- Attending various seminars and conferences at Ahmedabad Branch of WIRC-ICAI
- At Excellers' Foundation I have attended trainings like Games Bond, Habitude, Public Speaking, Emotional Intelligence, Train the trainer, Strategic Thinking, I am OK You are OK, Mind Mapping, IQ-EQ-MQ etc
- Attending BIZTEA (business learning platform) regularly.
- Attended 4 days Residential Refresher Course (RRC) , Goa.