

## POONAM JAJU

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AHMEDABAD,INDIA.

### Career Objective:

To work in an environment of growth and excellence and acquire challenging position where my skills and education can be best utilized for the organization as well as for personal growth.

### Professional Qualification:

| COURSE               | INSTITUTION                                     | LEVEL           | YEAR OF PASSING      | %/MARKS                            |
|----------------------|---|-----------------|----------------------|------------------------------------|
| Chartered Accountant | The Institute of Chartered Accountants of India | CA FINAL        | MAY 2022<br>NOV 2022 | GROUP-1 221/400<br>GROUP-2 209/400 |
|                      |   | CA INTERMEDIATE | NOV 2018             | GROUP-1 258/400<br>GROUP-2 239/400 |
|                      |   | CPT             | JUNE 2017            | 76%                                |

### Academic Credentials:

| QUALIFICATION | BOARD/UNIVERSITY   | YEAR OF PASSING | CGPA/% |
|---------------|--------------------|-----------------|--------|
| BCOM          | GUJARAT UNIVERSITY | SEPTEMBER 2020  | 7.66   |
| HSC           | GSEB               | MARCH 2017      | 85%    |
| SSC           | GSEB               | MARCH 2015      | 80%    |

### Professional Experience:

|  |   |
|--|---|
| <b>MILAN PANCHAL &amp; ASSOCIATES CHARTERED ACCOUNTANT ARTICLE ASSISTANT</b> | DEC-2018 TO DEC-2021  |
| <b>Key Assignments/ Responsibilities</b>                                     | <ul style="list-style-type: none"><li>Preparation and filing of monthly returns of GST and Annual return of GST for various type of tax payers</li><li>Assisted in GST Audit and forming replies for GST department</li><li>Preparation and filing of returns of Income Tax of Individuals, HUF &amp; Partnership firms.</li><li>Assisted in various type of audit of Private Companies, Partnership firm, Trust, Co-operative societies.</li><li>Finalization of Books of accounts &amp; reviewing P&amp;L and Balance sheets of various entities.</li><li>Preparation of Filling of 15CA-CB forms Drafting Audit Reports of various organization.</li></ul> |

### Skills:

|                   |   |
|-------------------|---|
| <b>Technical</b>  | <ul style="list-style-type: none"><li>Proficient in working with MS Office Package – Excel, Word and Power point</li><li>Working knowledge of various Enterprise Software like KDK, Genius, Tally ERP.</li><li>Underwent 100 hours of ITT Training of ICAI (AICITSS).</li></ul> |
| <b>Behavioral</b> | <ul style="list-style-type: none"><li>Dedication towards work and quick learner. Adaptability and Sincerity.</li><li>Adaptive to new technology</li></ul>   |

### Personal details:

Date of Birth :- 5<sup>TH</sup> NOV, 1999

Hobbies: - Reading, Ark work, cooking

Languages known :- English, Hindi and Gujarati

