**CURRICULUM VITAE**

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| **Dipsa J. Patel**  B. Com, A.CA  Mobile: +91- 9998734317  E-Mail: dipsapatel21@gmail.com |

* **CAREER OBJECTIVE**

Highly focused & motivated **CA professional** seeking a prospective career in a good organization where my analytical skills and high degree of numeracy would be of immense help in achieving organization’s goals.

* **PERSONALITY HIGHLIGHTS**

Extrovert & Patient who enjoys working with people. Sincere & Loyal towards work and can add value to the organization. I am ambitious person towards organization as well as my growth.

* **STRENGTHS**
* Determined to succeed, Dedicated to work and belief in God
* Enthusiastic and Self Motivator
* Passionate about Work
* Curiosity and eagerness to learn.
* Ability to adopt changes.
* Strong communication and rapport-building skills
* Leadership and Team building
* **PERSONAL PROFILE**

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| Address of Correspondence | G-21, 5th Floor, Sursagar Appartment,  Opp. Sattadhar Society,  Ghatlodia,  Ahmedabad - 380061 |
| Date of Birth | 24th October, 1988 |
| Gender | Female |
| Marital Status | Single |
| Nationality | Indian |
| Language Proficiency | English, Gujarati & Hindi |
| Interest | Music,Reading |

* **ACADEMICS:**

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| **EDUCATION QUALIFICATIONS** | | | | |
| **Degree** | **Institute / University** | **School/**  **college** | **Year of passing** | **Percentage obtained** |
| CA-Final | ICAI | - | May-2012 | 57.125% |
| CA-PCC | ICAI | - | November-2008 | 50.5% |
| B.Com | Gujarat University | Somlalit College  Of Commerce-Ahmedabad | March-2009 | 57.4% |
| CA-CPT | ICAI | - | November-2006 | 62% |
| H.S.C | GHSEB | H.B.Kapadia School, Ahmedabad | March-2006 | 80.27% |
| S.S.C | GSEB | H.B.Kapadia School, Ahmedabad | March-2004 | 77.71% |

* **TRAINING AND EXPERIENCE:**

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| **ARTICLESHIP TRAINING AND EXPERIENCE** | |
| **ARTICLESHIP :** Worked for 3.5 years as **Article Assistant with V.K.Soni & Co.,**  **Ahmedabad (December 2006 - June 2010)** | |
| **KEY AREA OF WORK UNDERTAKEN** | |
| 1 | **Auditing:**  Vouching of Sales, Purchase, Expenses and Journal. Verification of purchase and sales of asset, its accounting treatment. Verification of unpaid expenses.  Checking of bank balance and reconciliation.  Checking of working of depreciation, provisions, deferred tax.  Verification of calculation of stock valuation, basis of rates taken for closing stock valuation, method of valuation etc. |
| 2 | **Prepared Tax Audit Reports:**  Verify compliances of various provisions of Income Tax Act e.g. Sec 40(a) for TDS, cash payment above 20000, Sec 40A(2)(b) for related party payment, Sec 269SS and 269T, Sec 43B etc.  Reporting of discrepancies / noncompliance to the management.  Prepared Tax Audit Report u/s 44AB in Income Tax Act in prescribed format. |
| 3 | **Prepared Audit Report of Private Limited Companies:**  Prepared Balance Sheet and Profit and Loss a/c in excel as per format prescribed in Schedule VI of Companies Act, Prepared Auditors report, Prepared CARO, notes on account, etc. |
| 4 | **Prepared Income Tax Returns of All Persons:**  Prepared IT returns of Individuals, Partnership Firms, Pvt. Ltd. Companies |
| 5 | Experience of appx. in more than 10 corporate in Statutory Audits. |

* **OTHER TRAINING & ACTIVITIES:**
* Attended 15 days Course on General Management and Communication Skills (GMCS) organized by Ahmedabad Branch of WIRC of ICAI.
* Completed 250 Hours Computer Training Course.
* **COMPUTER PROFICIENCY**
* Basic knowledge of Computer
* Familiar with Windows XP
* Can work on Tally 9 and other accounting packages
* Proficiency in MS Office Basic Utilities.