

# SANJANA PATIDAR

## PROFESSIONAL SUMMARY

CA-trained accounting professional with over 18 months of hands-on experience in taxation, GST compliance, statutory filings, and audit support across two Chartered Accountant firms. Demonstrated ability to independently manage return filings, support departmental audits, and maintain accurate financial records while adhering to statutory deadlines and compliance standards.



## KEY COMPLIANCE EXPOSURE

- GST compliance including GSTR-1 and GSTR-3B preparation and filing
- TDS and Income Tax Return assistance for individual and business clients
- Statutory documentation and reconciliation between books and returns
- Audit coordination and support during GST departmental proceedings

## WORK HISTORY

### Chartered Accountant Intern      Oct 2023 – Oct 2024 *Krishan Garg & Co., Indore*

- Independently filed 40+ GST, TDS, and ITR returns using structured compliance checklists, ensuring 100% on-time submission
- Assisted in multiple GST departmental audits by preparing audit files, reconciling discrepancies, and organizing supporting documentation
- Drafted professional tax communications including notice replies, compliance reminders, and clarification responses
- Improved documentation efficiency by standardizing filing formats, reducing average preparation time by approximately 50%

### Chartered Accountant Intern      Feb 2023 – Aug 2023 *Megha Jain & Associates, Indore*

- Managed Tally-based accounting for 30+ client accounts, maintaining ledgers, vouchers, and financial statements with strict verification controls
- Conducted physical stock verification across multiple audit assignments, reconciling over 2,000 inventory items
- Prepared audit working papers and financial summaries for senior-level review and reporting
- Coordinated routine client communication and follow-ups with tax authorities

## PROFESSIONAL STRENGTHS

- High attention to detail in compliance-oriented work
- Ability to manage multiple client deadlines simultaneously
- Clear written communication for professional and statutory contexts
- Strong learning orientation within structured accounting environments

## CONTACT

Village Chiroli Kalan, Teh. Badnagar  
Dist. Ujjain, M.P.  
Phone: 6267279315  
Email: sanjanapatidar6267@gmail.com

## SKILLS

- GST & TDS Filing
- Tally ERP
- Financial Reporting
- MS Excel (Advanced)
- Audit Support
- Documentation Management
- Client Communication

## TOOLS & PROCESSES

Tally ERP, MS Excel, GST Portal, Income Tax Portal, Compliance Checklists, Audit Working Papers

## EDUCATION

**B.Com (Tax Procedure)**  
P.M.B. Gujarati Commerce College, Indore  
Graduated — 2025 — CGPA: 6.42  
**Higher Secondary (CBSE)** — 68%  
Gyan Sagar Academy, Ujjain  
**Secondary School (CBSE)** — 74%  
Excellent Academy, Ujjain

## CERTIFICATIONS

CA Firm Internship Certificate — Krishan Garg & Co.  
CA Firm Internship Certificate — Megha Jain & Associates

## LANGUAGES

Hindi — Native  
English — Professional Working Proficiency