

# Karishma Jain

E-mail: [kanjain1988@gmail.com](mailto:kanjain1988@gmail.com)

Contact No : + 91-9022396661

---

## Career Objective

Would like to work in a challenging environment, where my knowledge & experience will serve as stepping stone for future growth & development.

## Professional Qualification

Examination	Board/ University	Year of passing	Percentage scored
CA Final	ICAI	Dropped	
Professional Competence Examination	ICAI	June - 2010	50.00%
Common Proficiency Test	ICAI	Nov - 2006	53.50%

## Other Educational Qualification

Bachelor of Commerce	Mumbai University	April – 2009	65.00%
Higher Secondary Examination	Maharashtra State Board	March - 2006	73.00%
Secondary Examination	Maharashtra State Board	March - 2004	70.00%

## **WORK EXPERIENCE**

- Completed Article ship in M/s K. C. Jain (Chartered Accountant), Mumbai of 3.5 years
- Worked with Jain Shalini & Associates for 1.5 year
- Worked with ATP Ltd as an accounts executive (6 Months contract)

### **Major Experience**

#### **Taxation**

- Income Tax Return filings, VAT Return filings
- Income Tax Computations and E-filings
- TDS Assessments and Filings

#### **Audits**

- Assisted in Bank Audit, Statutory Audit of Private Limited Companies
- Income Tax Audits of Pvt. Ltd. Cos., Firm & individuals
- VAT Audit of Firms & Individuals
- Drafting and Finalization of Financial Statements, Ledger, Scrutiny, Stock verification and other audit procedures

#### **GST**

- Attended seminar for GST organized by ICAI regarding introduction and application of GST

## **COMPUTER EXPERIENCE**

Operating System:	Windows 2010
Business Automation Packages:	Tally ERP , Taxbase etc.
Application Software:	Hands Free on MS office (Words, Excel & Power Point)

## **PERSONAL INFORMATION**

Date of Birth:	Sept 23, 1988
Fathers name:	Shri Gautamlal K. Jain
Husbands name:	Mr Pradeep Dhoka
Permanent Address:	104, 1st Floor, Arya Apartment, Opp new model talkies, New Mill Road, Kurla (West), Mumbai – 400070
Nationality:	Indian
Language Known:	Hindi, English, Marathi, Gujrati

Commented [kj1]: