

SHAILJA DADHICHI

Chartered Accountant



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SKILLS

Financial Analysis

Adaptability

Collaboration

Client Handling

Time Management

Critical Thinking

Proficient in MS Excel

EDUCATION

CA Final Group 2 (July 2021)	56.75%
CA Final Group 1 (Nov 2020)	66.25%
CA IPCC Group 2 (May 2018)	58.00%
CA IPCC Group 1 (May 2017)	51.75%
Class XII	94.60%
Class X	9.60 (CGPA)

LANGUAGES

Speaking and Writing
proficiency in English
and Hindi

RESUME OBJECTIVE

I aspire to become an excellent professional and strive for excellence with utmost dedication and hard work and utilize my abilities and skills to excel in my professional career and promote my self- development with the development of the organization.

WORK EXPERIENCE

Article Assistant- M/s Modi Dhavalagi and Co (Jan 2019- April 2021)

- Assisted in Central Statutory Audit of **Andhra Bank** (before merger) : NPA Classification and vigilance over red flagged accounts through early warning signals, credit Sanctions of cash credit, overdraft and loans – Adherence with RBI circulars, bank schemes and other laws and regulations, precise examination of non-fund bases facilities.
- Handled Concurrent audit of **IDBI bank**- cash and stationery verification, overdue rent safe deposit locker, scrutinising KYC compliance of new account holders
- Handled GST audit assignments
- Assisted in statutory audit of **Icon Facilitators Pvt Ltd** having a total turnover of around 50 crores- Analytical procedures for trial balance items and their scrutiny, testing of internal financial controls, bank reconciliation, contracts with lenders and vouching, scrutiny of fixed assets register and
- Handled loan approvals of NBFC like **TATA capital, Aditya Birla, RBL, DHFL**
- Handled Tax audits, income tax returns, ROC compliance and TDS returns

Article Assistant- M/s Sharma Rajeev and Co (April 2018- April Dec 2018)

- Tax audit assignments of various companies and firms belonging to trading and manufacturing companies
- Tax audit of **Godwin Group** comprising of hotels and a school namely Godwin Public School
- Stock audit and preparation of stock audit report of Car Showroom dealers
- GST reconciliation of purchase register with GSTR 2A and sales register with GSTR 1 and GSTR 3B
- Dividend Payment compliance with provisions of Companies Act 2013

ACHIEVEMENTS

- Scored Exemption in Strategic Financial Management, Financial Reporting, Law and direct taxation in CA Final
- Got prize money after passing 12th from chief minister Akhilesh Yadav
- Detected substantial differences in payroll while conducting statutory audit