



Daksh Malhotra **Chartered Accountant**

A budding professional; targeting a challenging & rewarding position in a reputed organization.



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CORE COMPETENCIES

Direct Taxation

Indirect Taxation

Financial Reporting

Internal & Tax Audit

Statutory Audit

Financial Accounting/Bookkeeping



EDUCATION

C.A. – FINAL(Both Groups) ICAI in Nov. 2019 with **61.50 % (In First Attempt)**

C.A. – IPCC (Group 1) ICAI in 2016 with 55% (In First Attempt)

C.A.-IPCC (Group 2)ICAI in 2016 with 62% (In First Attempt)

C.A. – CPT ICAI in 2015 with 55 %

B.COM (Hons.) Delhi University.

12th under C.B.S.E. Board in 2015 with 94 %

10th under C.B.S.E. Board in 2013 with 98 %

IT SKILLS

MS - Office

Accounting Packages: Tally ERP

Software: Income Tax & TDS Softwares, Taxmann etc..

PERSONAL DETAILS

Date of Birth: 25th July 1997

Languages Known: English & Hindi & Punjabi



PROFILE SUMMARY

Completed **3 years articleship** with **R. K. Sharda & Associates**. as an Article Assistant, Delhi; assisted in planning and performing statutory & Tax audit engagements of all categories of assesses including NGO's.

Extensive experience in computing & arranging timely deposit of taxes & filing returns (**GST, TDS & Income Tax**) for timely completion of assessment and ensuring statutory compliance.

Ensuring that the **Internal Control Systems** such as procurement systems, fixed assets, physical verification, etc. are undertaken with due diligence and **meet the necessary requirements of the management**.

To assist Accounts team in budgeting, tracking cash flows and **Investment Portfolio** on regular-basis. Supervised all **Indian tax compliance and submissions** covering corporate tax, and withholding taxes including tax returns, internal reporting and tax accounting.

Have gained extensive knowledge about various asset classes and provided **investment consultancy** to various entities. Have also done the financial reporting and tax accounting for such clients, **prepared tax returns and conducted audits**.

Efficiently done **Internal & External Audit** as a part of Audit Team and as a Team Leader ensuring reliability, credibility & accuracy of Financial statement. Managing all documentation and report generation for accounting team.

ARTICLESHIP (April 2017- April 2020) & PRACTICING CA (May 2020 – April 2021)



Managing preparation and filling of: Various **TDS Returns** 24Q,27Q,26QB,26Q: Income Tax forms **3CA, 3CB, & 3CD** in India TCS Returns 27EQ : Form **15CA-15CB** : **ITR Forms/Returns**, various **MCA Forms & LLP Forms**.

Handling the **GST matters**, (registration, returns, assessments etc.) Tax planning for Individuals and firms. (for payment of Advance Tax etc.).

Tax Planning, Filing of Income Tax Returns, GST Returns.

Ensuring timely preparation and filling of GSTR 1 & 3B and GST Annual Return

Being involved with **budgeting and forecasting as well as variance analysis**.

Have prepared **Utilization Certificates** and conducted **Project Exp. Audits for NGO's** which hadobtained grants from **Government Institutions and Public Sector Undertakings**.

FCRA Forms and Return Filing (FC-3 Registration,FC-6, FC-4 Annual Return etc)

Have deep understanding and interest about **financial markets** including the **financial reporting and taxation perspective**. **Scrutiny** of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance.

Proficient in preparation of **Financial statements and Notes to accounts** as per the relevant Financial Reporting framework and at **Financial statement analysis**.

Gained knowledge and interest about **Risk Advisory/ Credit Risk - Risk based Internal Audit**, by studying in depth the subject of **Risk Management** at CA Final level (Elective Subject) and scored an **Exemption**.

Major Assignments Undertaken :

Name of the organization : **Centre for Health and Social Justice**

Address : Basement of Young Women's Hostel No. 2, G Block, Saket, Delhi-110017

Designation/Role : **Internal Auditor (Team Member)**

Name of the organization : **Swadhikar Trust**

Address : 8/1, 2nd Floor, South Patel Nagar, New Delhi-08

Designation/Role : **Statutory Auditor (Team Leader)**

Name of the organization : **National Foundation for India**

Address : India Habitat Centre, Core 4A, UGF, Lodi Road, Delhi-110003

Designation/Role : **Internal Auditor (Team Member)**

Have also participated in **Insolvency and Bankruptcy Board of India Quiz** held in July 2020 by **Govt. of India, across the nation** and awarded with a **Certificate of Merit** for being in the **Top 10%** participants with the highest score.