

Mrs. Kiran Shah

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CAREER OBJECTIVE

To pursue a dynamic and challenging career with an esteemed & cultured organization and integrating my own goals with the organization's, so as to become a catalyst in each other's growth.

PROFESSIONAL QUALIFICATION

Qualification	Institution/University	Year	Percentage
CA- Final	ICAI	Nov-2017	51.25
CA- PCC	ICAI	May-2013	55.86
CA-CPT	ICAI	Dec-2011	65.00

ACADEMIC QUALIFICATION

Qualification	Institution/University	Year	Percentage
L.L.B.	Shivaji Maratha law college, Pune	2021	84.80
B.Com.(Costing)	Brihan Maharashtra college of Commerce, Pune.	2014	66.67
H S C	Brihan Maharashtra college of Commerce, Pune.	2011	76.67
S S C	Aadarsh Balak Mandir Highschool, Uran-Islampur.	2009	88.15

KEY STRENGTHS

- ❖ Adaptable and Flexible, , keen Listener and Love travelling
- ❖ Good Communication skill and Enjoy own company.

PROFESSIONAL EXPERIENCE

- ❖ Currently Working with **Poonawalla fincorp Ltd ,Pune** from June 21 as Deputy Manager- IAD .
- ❖ Worked with **V. S. Potdar and Company, Pune** from July 2019 to April 21 as a Manager Audit.
- ❖ Worked with **S.P.Ladda and Associates, Pune** from March 2018 to Feb.19 As Ass. Manager
- ❖ Worked With **V. S. Potdar and Company, Pune** From Aug 2013 to Aug.2016 as Article Assistant.

CURRENT JOB PROFILE

- ❖ Assist in developing scope, performing testing and developing findings under the direction of Internal Audit management.
- ❖ Perform reviews of working papers to ensure accuracy and completion and assist in clearing any review points provided by team leads.
- ❖ Scope determination, development of audit planning memorandums, performance of test work and assistance with report writing.
- ❖ Document work performed in work papers in a timely manner and respond to manager review comments.
- ❖ Develop detailed working papers to provide sufficient evidence of work completed in the execution of the audit program including testing and analyzing results.
- ❖ Communicate with operating and financial management, establish and maintain strong working relationships with all levels of management.

EXPERIENCE SUMMERY

Area	Relevant Experience
Financial Reporting	<ul style="list-style-type: none"> ❖ Prepared & Finalized Financial Statements of Companies, Firms, Trusts, and Individuals. ❖ Working Knowledge Accounting standards and Ind AS/ Ind-AS. ❖ Defining Internal Financial Controls and monitoring and updating the same. ❖ Specific Financial Reporting to government authorities. ❖ Working experience under new companies laws. ❖ Accounting of Fixed Assets & Depreciation as per new Companies act 2013.
Auditing	<ul style="list-style-type: none"> ❖ Internal Audit of reputed companies as team lead. ❖ Concurrent Audit of a Banks. ❖ Audits of companies, Partnership firms and Trusts ❖ Audit of various concerns such as Manufacturing, Construction, Trading and Service providers. ❖ Statutory audits, VAT audits (MVAT), RERA Audit, Tax audits and Stock audits. ❖ Worked as team member and as lead, handled team of 7+ members.
Direct Taxation	<ul style="list-style-type: none"> ❖ Computation of tax liabilities of companies, Firms, Trust and Individuals. ❖ MAT & MAT credit & AMT Calculations. ❖ Basic Knowledge of Transfer Pricing. ❖ Prepared corporate and personal returns as per domestic tax laws. ❖ Case Preparations and appearances before related authorities. ❖ TDS calculations, Professional tax registrations and Capital gain calculation along with various applicable of Exemption. ❖ Advised various clients on newly inserted section under income tax Act through budget with regards to concessional tax rates to companies.
Indirect Taxation	<ul style="list-style-type: none"> ❖ Computation of tax liability & return filling under Service tax, CST, MVAT and Goods and service tax. ❖ Working Knowledge of Goods and Services Tax (GST). ❖ Prepared for VAT audits and Business Audits under MVAT. ❖ Service Tax & Sales Tax, GST and VAT registrations & compliances related to it. ❖ Case Preparations and appearances before related authorities. ❖ Appearance before appellate Authorities (Commissioner – Appeals).
Finance	<ul style="list-style-type: none"> ❖ Assisted in project reporting and project financing for small projects. ❖ Knowledge of budget & budgetary controls i .e cash & flexible budgets.
Computer & Other IT Skills	<ul style="list-style-type: none"> ❖ Basic Knowledge of SAP (Finance Module) ❖ Well versed with MS-Excel, Tally 9(ERP), MS-Word and Power Point. ❖ Completed 100 hours ITT training conducted by ICAI at Pune. ❖ Completed GMCS Training at Pune. ❖ Worked on different software like Aadat, Tax base , other customized software of Accounting
Administr ation	<ul style="list-style-type: none"> ❖ Assignment of work, staff handling, entry level staff recruitment. ❖ Train the new recruiters and make them understand about the work.
Achievem ents & Extra-curricular Activities	<ul style="list-style-type: none"> ❖ 3rd at School level in SSC. ❖ Exemption in Cost Accounting and financial management, Business Laws and Tax in IPCC. ❖ Active participation in “National Convention” held by ICAI. ❖ Active participation in “National Social Service program in college days. ❖ Passed “ Sanskrit Language Exams” in school days.

PERSONAL INFORMATION

Permanent Address	Hill view society, Katraj Kondhwa road, Pune.
Date of Birth	1 st May 1994.
Interests	Travelling, Interacting with New Individuals, listening to Music.
Passport Availability.	Yes, Valid up to 2022.
Languages Known	English, Hindi, Marathi, Gujarati.
Religion	Hindu.

Declaration:-

I, hereby declare that the above served information is correct to the best of my knowledge.

Date:-

Place:- Pune.

CA.Kiran Shah.