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## **OBJECTIVE**

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To work in a progressive financial environment to seek challenging tasks and dedicate my knowledge, skills and hard work towards the growth of an organization.

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## **CAREER SUMMARY**

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- ✓ **3+ years of experience in preparation, presentation and reporting** covering various aspects like **accounts, taxation & statutory compliance (TDS & VAT), auditing (Tax Audits, Internal audits, Bank Statutory audits & Insurance Audits), and departmental communication.**
- ✓ **More than 1 year of experience** covering areas like **registration and statutory compliance in the area of service tax, TDS and Income tax return filing for Individuals, Partnership firms and body corporates.**
- ✓ **1+ years of experience** extensively in the areas of **administration handling and research** about various topics in academics (CA Final subjects- ISCA and Costing).
- ✓ Excellent knowledge **in preparation and handling of accounts.**

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## **PERSONAL TRAITS**

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- ✓ Focused & Goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work.
- ✓ An effective communicator with excellent relationship building and interpersonal skills.
- ✓ Ability to work as a team member as well as individually, as the circumstances demands.
- ✓ Ease in developing and maintaining relationships with clients at middle, senior management, secretarial and director level.
- ✓ Good command in applying fractions, percentages, ratios and proportions.
- ✓ Exploring and understanding various new technological advances happening throughout the world and finding ways to gain benefits by utilizing these advances in daily routine tasks to make life easier and gain an edge above others.
- ✓ Comfortable in working and finishing off the assigned work under time constraints provided.
- ✓ A firm believer in completing an assigned task qualitatively by way of proper pre-planning, so that the result of the assigned task serves all its pre-determined purposes and not just comply a deadline and which doesn't serve any other purpose.

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## **CERTIFICATION COURSES**

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**Certification:** Advanced Excel Ninja, conducted by CA Rushabh Pugalia from Excel Next Solutions and Udemmy Education.

**Certification:** Pursuing Tally Expert course from Infosoft Computer Education.

**Certification:** CertIFR course from The Association of Chartered Certified Accountants (ACCA) focusing on the International Financial Reporting Standards.

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## **TECHNICAL BACKGROUND**

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- ✓ **Office Tools:** MS Word, MS Excel (Expert level), MS PowerPoint.
- ✓ **Finance and Accounting Tools:** Tally 9.0, Feebo Accounting software, Kitret, Spectrum, CompuTax Software (for Income Tax and TDS return filing), basic knowledge of SatVat software (for VAT return filing) and Finacle (limited to Finacle report server software).

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## **WORK EXPERIENCE**

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**Sr. Audit Assistant:**  
(N.C. Vaishnav & Co., Chartered Accountants, Vadodara)

**February 2015 - Present**

### **Core Areas under Focus:**

- ✓ Working extensively in the area of taxation particularly under Income tax, Service Tax and T.D.S.
- ✓ Verification of tax calculations in the areas of service tax, income tax and T.D.S. and advising the client regarding issues arising in day-to-day business.
- ✓ Filing of quarterly T.D.S. returns after due verification and reconciling the data provided by the clients with the accounting records.
- ✓ Handling statutory bank audits and preparation of LFAR and Audit report for reporting purposes.
- ✓ Income tax return filing for Individuals and firms after analyzing the data received from the assessee and filing the return in accordance with the provisions of the Income tax Act, 1961.
- ✓ Preparing and filing of form 15CA and 15CB required in case of foreign remittances.
- ✓ Filing rectification requests against erroneously raised demand of various clients by the Income-tax Department.
- ✓ Preparation of letters relating to departmental correspondence.
- ✓ Preparing certificates after verification of the data under consideration, related to matters where a Chartered Accountant's certification is needed. Eg. Shareholding pattern, ESIC form 5 certification, Net worth certificates of individual assesses needed to be issued to banks, etc.
- ✓ Undertaking book keeping work after verification of supporting.
- ✓ Strengthening the theoretical knowledge gained during academics regarding the New Companies Act by way of practically experiencing its impact on corporate clients.
- ✓ Finalization of accounts and preparation of balance sheets of small proprietary concerns, partnership firms and companies keeping in mind the applicable provisions of the Laws applicable to the respective type of business.

**Administration, Accounts, Finance, Tax and Research Manager:**  
**(Concept Academy Coaching Classes, Vadodara)**

**May 2013 – August 2014**

**Core Areas under Focus:**

- ✓ Handled single handedly, the whole administration procedure of the coaching classes.
- ✓ Developed a system which makes sure that all the financial transactions are timely and properly accounted and no incomes or expenses go unrecorded.
- ✓ Extensive research in specific subjects of CA Final syllabus i.e. Costing and ISCA(Information Systems Controls and Audit) for the purpose of material preparations to be distributed to the students which ultimately helps them in understanding the topics easily.
- ✓ Fulfilling the income tax requirements of the coaching class in a timely manner.

**Accounts and Tax Executive:**  
**(F.R. Sharma & Co. Chartered Accountants, Vadodara)**

**December 2012 – February 2013**

**Core Areas under Focus:**

- ✓ Worked on various types of clients which include individuals and partnership firms with respect to Income tax return filing.
- ✓ Comprehensively worked in the area of statutory compliance with respect to TDS return filing.
- ✓ Carried out the procedure of registration of clients with the service tax authorities and calculating service tax liability for the client as per the data provided by them.

**Article Assistant:**  
**(R. Atul & Co., Chartered Accountants, Vadodara)**

**April 2007 – October 2010**

**Core Areas under Focus:**

- ✓ Executed an in-depth detailed analysis of the accounting books for various client organizations.
- ✓ Scrutinized general ledgers, reconciliations and general vouchers.
- ✓ Filed monthly VAT returns and quarterly TDS returns extensively.
- ✓ Synchronized audit activities of various clients within time constraints as well as trained the junior articles clerks.
- ✓ Carried out comprehensive audit plans & audited a diverse portfolio including banks, co-operative societies, trading agencies, medical equipment dealers, flex printing industries and FIBC manufacturing Industry.

**EDUCATION**

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**Chartered Accountant**

**November 2014**

The Institute of Chartered Accountants of India.

**B. Com First Class Honors**

**2009**

Maharaja Sayajirao University of Baroda.

**H.S.C. (12<sup>th</sup> Standard) (English Medium) (87.14% marks)**

**2006**

Gujarat Secondary and Higher Secondary Education Board, Gandhinagar.

**S.S.C. (10<sup>th</sup> Standard) (English Medium) (85.43% Marks)**

**2004**

Gujarat Secondary and Higher Secondary Education Board, Gandhinagar.