



# JANHVI AGRAWAL

Chartered Accountant

## OBJECTIVES

A focused and goal driven professional with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work. Seeking a suitable position where I can put into practice my experience, professional skills and education towards adding significant value to your esteemed organization.

## WORK EXPERIENCE

**[Doogar and Associates – Audit Executive]**  
**[Dec 2021 to Present]**

1. Preparation and Finalization of GST Audit.
2. Assisted in preparation and filing of form 3CEB.
3. Drafting and submission of various petitions before various Income Tax authorities.
4. Filing Tax forms and ensured compliance with multiple Tax jurisdictions and regulatory agencies including ITR, COO, GSTR 9, 9C.
5. Performed test of controls relating to various business areas viz. Fixed Assets, Production, MEIS, Agreements etc.
6. Ensured compliance of various laws including Income Tax, Factories Act, GST, Companies Act.

**[Hariharan Shrivastav – Paid Assistant]**  
**[Jun 2020 to Aug 2020]**

1. Preparation and Filing of GST Monthly and Quarterly returns.
2. Assisted in drafting submissions to Income Tax Authorities.
3. Handled the Correction of Demand Intimations and timely follow ups from the Income Tax authorities.

Along with this, worked as a freelancer and served International clients.

**[Ved Jain and Associates – Article Assistant]**  
**[Feb 2017 to May 2020]**

1. Assisted in assessment/reassessment/penalty – preparation of written submissions and representation before Tax authorities.
2. Carrying out extensive research for relevant case laws using search engines such as Taxmann, Taxmanagement India, Taxguru etc.
3. Assisted in drafting of opinions for the clients on Income Tax related matters.

## PROFILE

Recently qualified Chartered Accountant, having experience in field of Direct and Indirect Taxation, Auditing and Accounting. I am a determinant and self-resilient person who is comfortable in Independent responsible work environment and believes in team work.

## CONTACT

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LinkedIn:  
[www.linkedin.com/in/janhvi-agrawal](https://www.linkedin.com/in/janhvi-agrawal)

## TECHNICAL SKILLS

MS Office  
Accounting software [Tally ERP].  
Tax software [Compu Tax].  
Completed AICITSS conducted by ICAI.

## CLINTELE

International Oncology Services Pvt. Ltd.

Radhesham Ravi Prakash Timber Pvt. Ltd.

SMC pneumatics (India) Pvt. Ltd.

RPS Infrastructure Ltd.

SBI (Bank audit)

Ramjas College

Sunwoda Electronic India Pvt. Ltd.

XIHI Technology Pvt. Ltd.

## PERSONAL DETAILS

Father's Name: Mr. K. K. Agrawal

Date of Birth: 14<sup>th</sup> Nov 1997

Languages: Hindi & English

## INTERESTS

Music

Crafting

- Briefing senior personnel including senior partners.
- Drafting and submission of various petitions before various Income Tax authorities.
- Handled the Correction of Demand intimations and timely follow ups from the Income Tax authorities.
- Liaison with Income Tax Officers for rectification, issue of refunds and appeal effect.
- Preparation and Filing of Income Tax returns of Individuals and companies.
- Preparation and finalisation of Form 3CA/3CB and annexures as a part of Form 3CD including compliance of TDS, ICDS disclosures, Expenses u/s 43B, Analysis of Related party transactions, etc.
- Assisted in statutory audit and handled various areas such as Statutory Compliances, Trade Receivables, Bank Reconciliation, Ledger scrutiny, etc. including preparation of Audit Report.
- Preparation, finalization and filing of VAT returns including other related compliances during VAT regime.
- Preparation and Filing of Annual Returns with ROC.

## PROFESSIONAL/ACADEMIC QUALIFICATIONS

Examination	Year	Marks (%)	Institution
CA Final (Group- 1)	May'22	58.75	ICAI
CA Final (Group - 2)	Jul'21	54.75	ICAI
B. Com	2019	62.2	School of Open Learning, D.U.
Class XII	2015	94	St. Vivekanand Sr. Sec. Public School
Class X	2013	10 CGPA	St. Vivekanand Sr. Sec. Public School