

I am a highly enthusiastic and confident person with a desire to succeed in a fast-moving environment. I am good a communicator with good management skills motivated by responsibility and always try to work the best of my ability.

Work Experience

CA Bhupendra Bhandari Surveyor & Loss Assessor (Jun 24 to Nov 24)

Accountant

1. Bookkeeping in tally of 7 individuals and 3 HUF
2. Finalization of Capital gain of shares and securities and Income tax calculation
3. Assisted in Fire Claim Insurance Investigation

NBT & Associates (Jan 2024 to Mar 2024)

Tax Assistant

1. GSTR 1 & GSTR 3B filing
2. TDS Return filing
3. Advance tax calculation
4. Internal audit of private company

Amit Ray and Company (May 2022 to July 2023)

Audit Assistant

1. Internal Audit of listed company
2. Statutory Audit of Government organization
3. Internal Financial Control as well as special audit of Government organization

Tembey Mhatre & Chartered Accountants (Sept 2017 to Feb 2021)

Article Assistant

1. Assisted in filing and filed Income tax returns for NR individuals, Companies, LLPs and High net worth individuals
2. Finalizing and preparation of final accounts of various entities
3. Determination of purchase and sales turnover as per audit, final tax liability and preparation of audit report.
4. Responsible for handling statutory and tax audits of various entities including corporate, private limited companies, partnership firms
5. Preparation of financial statements under schedule III of Companies Act, 2013
6. Assisted in conducting stock audit of a manufacturing company
7. Assisted in conducting Bank Audit (including overseas bank)
8. Trust and liaison office audit
9. Managed several clients single handed at a time

Academic Qualifications

Examination	Institution	Passing Year	Grade /%
CA Final- Group 1	ICAI	Appeared in Nov 2024	NA
CA Final- Group 2	ICAI	May 2024	152/300
CA Inter- Group 2	ICAI	Nov 2018	155/300
CA Inter-Group 1	ICAI	May 2017	215/400
CA Foundation	ICAI	Nov 2015	100/200
B.Com	D.G.Ruparel College	2016-17	C Grade
HSC	D.G.Ruparel College	2013-14	74%
SSC	D.J. High School	2011-12	78%

Technical Skill (Courses/Application)

- Basic Knowledge of SAP
- Good Knowledge of MS Office, Spectrum GST and TDS software
- Good Knowledge of Tally Prime and Tally
- Completed IT Training conducted by ICAI Along with soft skill training and oriented program

Strength

- Timely & priority to submission of Deliverable
- Optimum use of time with best use of knowledge and technology

Personal Details: DOB: 11/12/1996

Languages Known: English, Hindi & Marathi.

Certification: Elementary Drawing Exam of Directorate of Art and Jewelry Making course of Government of India