

Nikita Sanjay Satapute

Age:27 | +919481280009 | nikitassatapute@gmail.com

EDUCATION:

Course	Year	Institution	Marks	Marks(%)
CA Inter	Nov 2017 & Nov 2019	Institute of Chartered Accountants of India	361/700	(51.57%)
CPT	Dec 2015	Institute of Chartered Accountants of India	115/200	(57.50%)
B.Com	2015-2018	Gogte College of Commerce	477/700	(68.14%)
Karnataka State Board-Class XII	Mar 2015	Gogte College of Commerce	507/600	(84.50%)
Central Board of Secondary Education	Mar 2013	The Forbes Academy, Gokak	8.8 Grade Points	-

WORK EXPERIENCE:

Freelancing

Jan 2024 - Present

Area of Work	<ul style="list-style-type: none">• Provide comprehensive accounting services for various clients, ensuring accuracy and timeliness.• Manage and maintain detailed books of accounts using Tally software.• Assist in audit preparations and collaborate with auditors to ensure compliance.• Perform regular bank reconciliations to ensure financial accuracy.• Track and monitor sales, purchases, receivables and payables on monthly basis to maintain up-to-date financial records.
--------------	--

Finance Office Team Lead (Part Time)

Ozibook Tech Solution Pvt Ltd

Sep 2024 - Present

Area of Work	<ul style="list-style-type: none">• Developed customized pricing models for clients based on the services provided by the company, ensuring competitive and profitable offerings tailored to client needs.• Designed and prepared professional client proposals using Canva, enhancing presentation quality and client engagement.• Assisted in both internal and statutory audits, ensuring compliance with company policies and regulatory requirements.• Promoted from Intern to Sub Team Lead and then to Team Lead based on performance, leadership ability, and contributions to team success.• Collaborated with senior management to refine the pricing strategy, offering flexibility and accuracy in cost estimation for clients' specific needs.
--------------	--

Articled Assistant

Gadadi & Associates - Gokak

Dec - 2022

Area of Work	<ul style="list-style-type: none">• GST Audit, Preparation and filing of GST 9 and GST 9C
--------------	---

Articled Assistant

Shrinivas Nayak and Co - Panaji

June 2019 - July 2021

Area of Work	<ul style="list-style-type: none">• Involved in all the three facets of Direct Taxation - Compliance, Advisory & Litigation.• Performed Preparation and filing of Income-tax Returns for all type of assesses.• Performed Accounting of various business entities, professionals, partnership & company.• Handled Statutory Audits, Interim Audits, Balance Sheet Reviews, and Profit & Loss A/c at Regional & Branch Levels.• Finalization of accounts and preparation of financial statements in compliance with accounting standards. Prepared Cash flow working of companies.• Audit experience in Manufacturing Industry like Iron and steel industry, TMT Bars, Service Industry.• Carried out Tax Audits of Private companies as per section 44AB of Income Tax Act, 1961.
--------------	---

	<ul style="list-style-type: none"> • Performed GST Audits for various clients. • Filing of Form 35.
--	---

Articled Assistant

V. L. JAIN And Co. - Pune

July 2018 – June 2019

Area of Work	<ul style="list-style-type: none"> • Handled Statutory Audits, Interim Audits, Balance Sheet Reviews, and Profit & Loss A/c. • Finalization of accounts and preparation of financial statements in compliance with accounting standards. Prepared Cash flow working of companies. • Preparation of Advance Tax working. • Performed Accounting of Trust.
---------------------	---

ACHIEVEMENTS:

- Participated and won in State and District level shot put and disc competition and various others sports at school
- Participated and won in various dance competitions.
- Won swimming competition at district level..

ADDITIONALSKILLS:

- Proficient with MS-Excel, MS-Word, MS-Power Point, Google Sheets & Google Docs.
- Having working knowledge of Tally Software, Winman CAERP / Winman GST, Canva.
- Languages: English, Hindi, Kannada & Pattegar

INTERESTS&HIGHLIGHTS:

- Flexible and adaptable to new workplace.
- Curious, courageous and good communication skills.