

**VISHAL PANDURANG MITTHA**

**Permanent Address:** Pumping Station, Kasarwadi Road, Sangamner, Taluka-Sangamner, Dist.- Ahmednagar, Maharashtra.

**Email:** [vishalmittha1111@gmail.com](mailto:vishalmittha1111@gmail.com)

**Mobile No:** 9511683450

---

**CAREER OBJECTIVES:**

To be a valuable asset for the organization I work for and make optimum use of my skills & knowledge for the Individual and of Organizations Growth.

---

**EDUCATION AND CREDENTIALS: -****• PROFESSIONAL QUALIFICATIONS:**

COURSE	YEAR	MARKS	%	REMARKS
CA FINAL Gr-I	Nov-2024			Appear
CA FINAL Gr-II	May - 2024	168/300	56.00	Exemption in IBS and Direct Taxation
CA IPCC Gr - II	Nov – 2019	160/300	53.33	Exemption in Advanced Accounts
CA IPCC Gr - I	May – 2018	214/400	53.50	Exemption in Accounting
CA CPT	DEC – 2015	135/200	67.50	

**• ACADEMIC QUALIFICATIONS:**

COURSE/LEVEL	UNIVERSITY/BOARD	YEAR	%
B. Com	Savitribai Phule Pune University	2019	64.50
Class 12	Maharashtra State Board	2015	81.54
Class 10	Maharashtra State Board	2013	75.80

**• WORK EXPERIENCE:**

- Article Assistant at M/s B.G Tak & Co., Sangamner from **Jan 2019 to Jan 2022**.

TYPE OF ASSIGNMENTS	PARTICULARS
<b>DIRECT TAX</b>	<ul style="list-style-type: none"><li>Preparation of <b><u>Tax Audit Report</u></b> – FORM 3CD, 3CA/CB for Individuals, Firms, Co-operative Societies, Co-op <b><u>Bank and Companies</u></b>.</li><li>Preparation and Filing of <b><u>Income Tax Returns</u></b> of Individuals, Firms, - operative Societies and Companies.</li></ul>

	<ul style="list-style-type: none"> <li>Well versed with Income Tax Software i.e. Winman ERP.</li> <li>Preparation and filing of <b><u>TDS Returns.</u></b></li> <li><b>Income tax notices replies</b> and litigation.</li> </ul>
<b>INDIRECT TAX</b>	<ul style="list-style-type: none"> <li>Working Knowledge of <b><u>Goods and Service Tax.</u></b></li> <li>Prepared and filed GST Returns i.e. <b><u>GSR3B &amp; R1</u></b> of diverse base of clients.</li> </ul>
<b>ACCOUNTING</b>	<ul style="list-style-type: none"> <li>Preparation and Finalization of <b><u>Profit and Loss Account</u></b>, Balance Sheet as per <b><u>Schedule III</u></b> and <b><u>Cash Flow Statements.</u></b></li> <li>Application of Accounting Standards.</li> </ul>
<b>AUDITING</b>	<ul style="list-style-type: none"> <li>Performed <b><u>Statutory Audit and Internal Audit</u></b> of Corporate and Non- corporate clients including Construction, <b><u>Public Trust</u></b>, Manufacturing, and Trading &amp; Service Industry.</li> <li>Performed <b><u>RBI Statutory Branch Bank Audit of Canara Bank</u></b> Also Statutory Co-op Bank Audit, <b><u>Concurrent Audit of Bank.</u></b></li> <li>Drafted <b><u>Consolidated Financial Statements</u></b> and Notes to Accounts. <b><u>Internal Audit of co-operative Bank</u></b></li> <li><b><u>Analysis and Review</u></b> of Draft <b><u>Financial Statements.</u></b></li> <li>Drafting Audit Reports as per Companies Audit Report Order (CARO) –2016.</li> <li><b>Audit planning and execution also risks assessment.</b></li> </ul>

- TECHNICAL & INTERPERSONAL SKILLS:**

- Having experience of working in **MS -Excel, MS -World, MS-Power Point.**
- Working Experience in **Tally ERP 9, Tally Prime, Winman (Income Tax), Tax-Power (GST).**
- Strategic Thinking and Analytical Skills.
- Time Management, Positive Thinking, Intense Focus and Adaptive to changing environment.

- PERSONAL PROFILE:**

**Name:** Vishal Pandurang Mittha

**Date of birth:** 13-12-1997

**Gender:** Male

**Marital Status:** Unmarried.

**Language Knowledge:** Hindi, Marathi, English, Telugu