**Milan**

**Milan.366271@2freemail.com**

 

*Career Objective*

To constantly upgrade myself professionally with emphasis on organization’s success through my hard work. I want to work in a challenging & dynamic environment and derive professional satisfaction there from.

*Professional Education*

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| Qualification |  Institute | Month-Year |  Marks obtained | Percentage |
| C.A. (Final) | ICAI |  July-2016 |  402/800 |  50.25% |
| C.A. (IPCC) |  ICAI |  Jan-2012 |  408/700(Accounts: 81 Marks) | 58.28% |
| C.A. (CPT) |  ICAI | Jan-2011 |  141/200 |  70.50% |

*Career Profile*

* Worked for 1 year and 7 months as an Article Assistant from March 2013 to September 2014 in G. K. Choksi & Co. Chartered Accountants, Ahmedabad and remaining 1 year and 5 months from October 2014 to March 2016 in Manish Takwani & Associates, Porbandar.
* Worked for 7 months as an Assistant Manager from 1st September 2016 to 28th march 2017 in the field of Internal Audit and Direct Taxation in Manish Takwani & Associates, Porbandar.

*Articleship Experience*

Audit:

* Substantive audit procedures of proprietary, firms, non-profit organization and company.
* Ledger scrutiny and finalization of financial statement.
* Compliance of preparation of financial statement as per Schedule III (including notes to account).
* Review with senior partners.
* Physical verification of inventory.
* Income reconciliation.
* Drafting of audit report.
* Preparation of tax audit report.

Taxation:

* VAT returns filling.
* Preparation of computation of income tax of individual, firms and private limited companies.
* Preparation of replies of notice given under Income Tax Act.
* Preparation of Form 15CA and 15CB.
* Assisted in preparation of appeal under Income Tax Act.
* Filling of Income tax returns.
* Analysis of facts of the Client in reference with the bare Income Tax Act.
* Discussion with clients and partners regarding tax liability.

*Academic Qualification*

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| Qualification | Institute | Year | CGPA/Marks | Percentage |
| Bachelor of Commerce (B.Com) | Gujarat University | 2014 |  5.94 CGPA | 59.40% |
| Class 12th | Gujarat Board | 2011 | 543/700 | 77.57% |
| Class 10th | Gujarat Board | 2009 | 487/700 | 68.15% |

*Computer Skills*

* Completed 100 hours of Advanced & Basic Information Technology Training Course at Ahmedabad Branch of WIRC of ICAI in May 2015 and January 2013 respectively.
* Working knowledge of MS Office, Tally.ERP 9 and of EasyOffice.

*Interpersonal and Communication Skills*

* Completed 15 days of General Management & Communication Skills – Both 1 & 2 (GMCS) course conducted by the Ahmedabad branch of WIRC of ICAI in August 2013 and by the Mumbai branch of WIRC on August 2016 respectively.
* Completed 35 hours of Orientation programme conducted by the Ahmedabad branch of WIRC of ICAI in January2013.
* Good orator and team coordinator.