KINJAL


## C.A., B.com.

Kinjal-392839@2freemail.com

Targeting senior level assignments in Taxation, Accounts, Finance and Audit with a reputed organization.

#  P R O F I L E S N A P S H O T

* A qualified CA with 6.5 years (Including Articleship of 3 Years) of rich and extensive experience in:

|  |  |  |
| --- | --- | --- |
| Taxation | Financial Analysis & Accounting | Auditing |
| Team Management | Reporting & Documentation | Fixed Assets Management |

* Efficient in preparing monthly / quarterly / half yearly / yearly tax returns and compliance of regulatory requirements of direct and indirect taxation.
* Efficient in providing assistance to external auditors for completion of various types of audits such as Statutory Audit, Tax Audit etc. in conformance to Accounting Systems, Procedures & Standards.
* Comprehensive experience in implementing systems for preparation, maintenance & finalization of Statutory Books of Accounts & Financial Statements.
* A keen communicator, motivator, team player and a decisive leader with the ability to motivate teams to excel and win.

#  E M P L O Y M E N T D E T A I L S

## » From June 2017 to January 2019 : Estrellas Life Sciences Pvt. Ltd. as a Sr. Account Executive [India]

* Prepare and submit Financial Statements and MIS Reporting.
	+ Planning and executing monthly, quarterly and annual closure schedules; providing quarterly and annual financial statements; administering the monthly closing process.
	+ Adhering to accounting controls by following policies & procedures in compliance with legal and regulatory requirements.
	+ To monitor all the accounting aspects relating to Sales, Purchase, Payment, Receipt, Cash and Bank and Payroll
	+ Prepare budgeted financial statements and compare the same with actual one.
* Taxation
	+ GST, VAT, Tax Deduction at Source (TDS), Advance Tax, Service Tax, Income Tax Scrutiny and Tax Audit
	+ Making payment, Filing returns, Updating team on recent changes, Compliance of other statutory requirements etc.
	+ Handled Income Tax assessments and VAT Assessments.
* Reconciliation
	+ Ensuring reconciliation of bank accounts by gathering and balancing information.
	+ Debtors and Creditors Reconciliation
	+ Communication with clients to obtain information and to resolve queries.

## » From June 2015 to April 2017 : Collective Trade Links Pvt. Ltd. as a Senior Accountant [India]

* Finalization of books of accounts.
	+ Finalization of company and personal accounts
	+ Handled investment and insurance matters

(Accounting of Share bill, Preparation of Insurance chart, Mutual fund and SIP Chart)

* + All the accounting aspects relating to Sales, Purchase, Journal, Payment, Receipt etc.
	+ Preparation of Capital gain chart, depreciation chart and all the other work related to finalization of accounts.
	+ Reconciliation of bank accounts, debtors and creditors on monthly basis.
* Taxation

* + VAT, TDS, Service Tax and Income Tax,
	+ Making payment, Filing returns, Updating team on recent changes, Compliance of other statutory requirements etc.
* Other Functions
	+ To support external auditors by providing information and answers to queries.

## » From 10th August 2010 to 9th August 2013 : Aniket B. Shah & Co. as an Article Assistant [India]

* Maintained books of accounts, Prepared Financial Statements and Application of Accounting Standards.
* Handled audit assignments like Statutory Audit / Tax Audit / Bank Audit
	+ Statutory Audit of Companies in various fields like Manufacturing Industry, Service Industry, Transportation Business, Trading Business etc.
	+ Tax Audit of Companies, Firms and Individuals in various fields like Manufacturing Industry, Service Industry, Transportation Business, Trading Business etc.
	+ Statutory Audit of Bank.
* Managed and handled other assignments such as,
	+ Computation and payment of VAT, Service Tax, Income Tax and TDS.
	+ Filing of VAT, Service Tax, Income Tax and TDS Returns.
	+ Appearing before VAT, Income Tax and Service Tax Authorities.

#  T E C H N I C A L S K I L L S

* Conversant with Microsoft Office, Internet Applications and Tally ERP 9.
* I completed INFORMATION TECHNOLOGY TRAINING COURSE conducted by THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA.

#  A C A D E M I C D E T A I L S

2016 - Chartered Accountant - ICAI (May 2016)

2011 - B.COM - Gujarat University, Ahmedabad, India with 63%

#  O T H E R Q U A L I T I E S

* I have good communication skills.

I completed GENERAL MANAGEMENT AND COMMUNICATION SKILLS COURSE conducted by THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA.

#  P E R S O N A L D E T A I L S

Date of Birth : 3rd October 1990

Sex : Female

Marital Status : Married

Visa : Spouse Visa

Languages Known : English, Hindi & Gujarati