

HETAL PRAVINKUMARGOHIL

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CAREER OBJECTIVE

To work in a challenging role that allows me to utilize my knowledge and experience, provides an opportunity to grow in fast paced environment so as to accelerate my career as renowned chartered accountant.

STRENGTHS

- Positive attitude and firm determination.
- Well-developed interpersonal and communication skills.
- Experience of working in teams.
- Strong willingness to learn.
- Organized approach and ability to mold myself according to the challenging and changing requirements of the given assignment.
- Confident, self-learning and hard working.

PROFESSIONAL QUALIFICATION UNDER – “THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA – ICAI “

Course	Month / Year of passing	Percentage
FINAL	Passed 1 st Group – May 2017	58.25 %
	Passed 2 nd Group – Nov 2017	54.25 %
IPCC	Passed 1 st Group – Nov 2011	62.75 %
	Passed 2 nd Group – May 2011	55.33 %
CPT	Passed in June 2010	67.00 %

ACADEMIC QUALIFICATION

Course	Examination Board	Month / Year of Passing	Percentage
TY B.Com (Grad.) (K.E.S.Shroff College)	Mumbai University	2013	89.00%
HSC (K.E.S.Shroff College)	Maharashtra State Board	2010	87.00%
SSC (S.S.S.M.V High School)	Maharashtra State Board	2008	89.00%

WORK PROFILE

- Worked as an Article Trainee with M/s Rakesh Tiwari and Associates (March 2012 to July 2015)
- Worked as an Account Assistant with M/s Rakesh Tiwari and Associates. (Nov. 2015 to Sep. 2017)
- Working as an KBJ & Associates as Senior Associates. (Dec. 2017 to July 2019)
- Working as an Account Manager in StarRuby.in Private Ltd. (Oct 2019 to till now)

Income Tax:

- Computation and filing of Income tax returns for Companies, Firms and Salaried Person, Proprietors, Individuals.
- Income Tax Planning.
- Income Tax Audit of Private Limited Companies, Partnership, LLP, Trust and Proprietorship Firms along With Preparation of Audit report & Finalization of Accounts.
- Preparation & replies for demand letters, rectification letters and other miscellaneous matters.

Statutory Audit:

- Monitored vouching of purchases and sales.
- Statutory Audit of various non-Listed Companies, managing audit team & coordinating with various levels of client hierarchy.
- Handled verification of cash, bank, debtors, creditors, stock, etc. (Ledger Scrutiny) Ensured statutory compliance.
- Monitored verification of fixed assets, Loans & advances, cash & bank balances, inventories and investment, sales and other income, purchases, direct/indirect expenses, Physical stock taking.
- Preparation of Independent Auditors' Report with CARO as per Companies Act, 2013 & Preparation & Filing of Tax Audit Form 3CA-3CB & 3CD.
- Preparation of financials as per Revised Schedule III & applicable Accounting Standards.

Sales Tax / MVAT / Service Tax:

- MVAT Audits of Private Limited Companies, Partnership and Proprietorship Firms for different types of Businesses viz. manufacturing, trading, etc. along with preparation of statements and other documents required for the same.
- Preparation and E-filing of the VAT and CST returns & Vat Audit Report & other related work.
- Preparation and E-filing of Service Tax Return.

TDS :

- Payment, Preparation and E-filing of TDS returns for the client.
- Preparation and replies of TDS Demand Letters

GST:

- New Registration under GST Act for the client.
- Ensures filing of GST Returns such as GSTR1 & GSTR3B
- Ensures filing of GSTR 9

ROC & OTHER ASSIGNMENTS:

- Preparation & Annual return filing of various form applicable to Limited Liability Partnership & Company.
- Preparation & E-filing of forms for DIN application.
- Various Certification Work.

Work Exposure in StarRuby.in Private Limited As Account Manager:

- Preparing Accounts up to Finalizations.
- Computation & Filing of TDS Return.
- Computation & Filing of GST Return.
- Manage Account Receivable & Accounts Payable.
- Computation & Filing of Individual / Partnership Firm Tax Return.
- Calculation of Advance Tax Liability.
- Regular Updation of Stock Statment.
- Co-ordinating with Statuary Auditor for completion of Transfer Pricing Audit & GST Audit of Company.
- Co-ordination for filing Annual Return & other ROC form applicable to Company.

Computer & Other Skills :

- Knowledge of Accounting & ERP software like Tally ERP, Zoho, etc.
- Knowledge of Windows MS Word, MS Excel and Power Point.
- Knowledge of Taxation Package like Genius, ST- easy, etc.

PERSONAL DETAILS

- Date of Birth : 26th May, 1993
- Hobbies: Reading Books, Listening music , Watching Movies etc..
- Languages known: Gujarati, Hindi, English.
- Address: Room No. 11, Motibhai Desai Chawl, Ganesh Nagar, Rawalpada ,Dahisar (East) – 400068.
- Present CTC: Rs. 4,50,000/- p.a.
- Expected CTC: Rs.6,00,000/- p.a.