

Kinjal Bharat Gandhi

Objective-

- Optimistic and Hard Working person constantly seeking opportunities to enrich my knowledge and skills, which can contribute to achieve the goals of the organization.

Work Experience:-

Position- Articled Assistant at Mukund M.Chitale &Co for 3 years (Feb'17-Feb'20)

❖ **Audit-**

➤ **Statutory Audit-**

- Listed Company.
- Medium Enterprises-
 - Car Manufacturing Company.
 - Editing Services.
- Small Enterprises-
 - Chemical Company.
 - Clothing Company.
- Trust.

➤ **Internal Audit-**

- Small Enterprises-
 - Mobile Repairing Company.

❖ **Taxation-**

- Tax Audit of Private Companies.
- Preparation and assisting in Transfer Pricing Report.

❖ **Others-**

- Finalization and Consolidation of Financial Statement.
- Review of Notes to accounts of IND AS Company.
- Managing a group of 5 people for Outstation Audit.
- Variance Analysis.
- Filing of Annual return, financial Statement and other annual filing documents with registrar of Company.
- Working Knowledge of Software like Winman, SAP, Oracle and Tally ERP-9.

Educational Qualification:-

| <u>Qualifications</u> | <u>Institution</u> | <u>Year of Passing/Appearing</u> | <u>Marks/Performance</u> |
|-----------------------|--------------------|--------------------------------------|--------------------------|
| CA Final | ICAI | May 2021 | Awaited |

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|------------------------------|---------------------------------------|----------|---------------------|
| IPCC Group1 | ICAI | Nov 2016 | 57.5% (230/400) |
| IPCC Group2 | ICAI | Nov 2015 | 51% (153/300) |
| CPT | ICAI | 2013 | 50% (100/200) |
| M COM | Mumbai University | 2018 | 61% (244/400) |
| TY BCOM | NL College | 2016 | 82% (574/700) |
| Higher Secondary Examination | NL College | 2013 | 77.50% (465/600) |
| Secondary Examination | Swami Vivekanand International School | 2011 | 86.55% (476/550) |

Skills and Competencies:-

- Dedicated to Work.
- Proficient Knowledge in MS Excel, Word and Power Point.
- Organized and Object Oriented.
- Analytical skills.
- Easy going nature and able to communicate with all the departments.
- Highly practical with a desire to achieve and pursue new experiences.

Other Activities:-

- Completion of IT Training and Orientation Training Program conducted by ICAI.
- Completion of Advance ITT program and Advance (ICITSS) MCS Course conducted by ICAI.
- Completion of Level VI UCMAS Mental Arithmetic (India) Pvt Ltd.

Personal Information:-

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| Address | B-17 Mehta Apt, Punjabi Lane , Borivali (West), Mumbai-92 |
| Contact Number | 9833227787 / 7021212019 |
| E-Mail ID | gkinjal80@gmail.com |
| Languages | English, Hindi, Marathi, Gujarati, French (Beginner). |