

PREETI SONDARWA

CA, M.Com, B.com

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CAREER OBJECTIVE:

A young, ambitious and result-oriented individual who can consistently learn, contribute and upgrade the professional domain.

Looking for an entry level position to start my career where I could utilize my knowledge and training skills for the better growth of the company.

ACADEMICS:

Professional Qualification	Degree	Institute	Year	Score
	CA Final	ICAI	Nov 2020	51.13%
	CA IPCC Grp II	ICAI	Nov 2016	61.33%
	CA IPCC Grp I	ICAI	Nov 2014	50.50%
	CPT	ICAI	June 2013	55.55%
Academic Qualification	Degree	University	Year	Score
	Post Graduation Masters in Commerce (M.com)	Mumbai University	2017	55.00%
	Graduation Bachelors in Commerce (B.Com)	N.M.College of Commerce and Economic	2016	76.72%
	H.S.C	D G Ruparel College of College and Economics	2013	85.00%
	S.S.C	Smt. S.B Banerjee Vidyalaya	2011	91.09%

WORK EXPERIENCE:

- ✓ Articled Assistant at **GAUTAM SHAH & ASSOCIATES (Chartered Accountants)**, Mumbai from February 2015 to July 2018.
- ✓ Worked as Accounts and Audit assistant with **RAHUL M SHAH & ASSOCIATES (Chartered Accountants)**, from December 2018 till January 2020.
- ✓ Worked as Tax Associate with **K P KAPADIA & CO. (Chartered Accountants)** from December 2020 till February 2021.

WORK EXPOSURE:

Taxation and Compliance

Direct Tax :

- ✓ Preparation and filing of Income tax returns for Individual, Partnership firms, Companies and HUF.
- ✓ Preparation of Tax Audit Reports for High Net worth individuals, Firms and Companies.
- ✓ Preparation of Foreign Resident taxation u/s 195 and remittance of foreign taxation.
- ✓ Preparation and filing of Form 15CA/CB.
- ✓ Preparation of TDS working for monthly TDS payment and handled Quarterly TDS return filing.
- ✓ Preparation of working for TDS revise returns for default and demand related issues.
- ✓ Preparation of various Drafts for Appeal related matters up to ITAT level.
- ✓ Ensuring compliance towards Scrutiny Assessments of various individual assesses.
- ✓ Managing Accounts payables and Accounts Receivable and giving appropriate advices on such.
- ✓ Preparation of Advance tax calculation of various Corporate as well as Non Corporate assesses.
- ✓ Independently handled accounts writing for Co operative societies and return filing of the same.
- ✓ Advising clients on Succession and Inheritance planning.

Indirect Tax:

- ✓ Compliance for Service Tax computation, return filing and working on CENVAT Credit, VAT Return preparation and return filing.
- ✓ Compiling data from various clients and assisting them with GST Registration.
- ✓ Maintaining Accounts & records as per GST Law such as Stock register, Output tax payable or paid, Input tax credit availed etc
- ✓ Submission of Monthly/Quarterly GST returns.
- ✓ Matching of GSTR 2A/GSTR2 for minimizing the difference.

Auditing :

- ✓ Finalization of accounts in applicable reporting formats viz. Schedule III of the Companies act, 2013.
- ✓ Presentation of accounts as required under different reporting formats. Independently handled and finalized different components of accounting groups in financial statements.
- ✓ Ensuring compliance of various statutory provisions on inter- corporate loans and investments, managerial remuneration and borrowing limits among others.
- ✓ Preparing books of account and ensuring their timely audits.
- ✓ Preparation and Verification of Fixed asset register, Prepaid Balances and General Ledger items in depth.

SKILLS/ACTIVITIES & ADDITIONAL INFORMATION:

Computer and Technical Skills

- ✓ Thoroughly conversant with Tally 7.2, Tally 9.0 and Tally ERP.
- ✓ Completed MS CIT course with 94%.
- ✓ Thoroughly conversant with MS office Suite (Word, Excel, power point)
- ✓ Thorough knowledge of basic computer operations.

Extra Curricular Activities

- ✓ Have represented School at **Art Competition** and won Prize for the same.
- ✓ Have represented and won for various **Elocution Competitions** at inter school level.
- ✓ Have been an **active leader in various inter-school and inter-college festivals**.
- ✓ Have participated in various **Science Quizzes and Exhibitions** at inter school level.

Personality Traits

- ✓ Team Performer
- ✓ Initiator, Innovator and Dynamic Leader
- ✓ Challenges bring out the best in me

PERSONAL DETAILS:

Date of Birth

July 06, 1995

Languages Known

Fluent with English, Hindi Marathi and Gujarati.

Address

G5 B Wing B Bldg, R. K. Apartments, Talav Road, Near S. M. Public School,
Bhayandar (E), Mumbai-401105

****The Above information is true and to the best of my Knowledge. ****