

CA SAKSHI JAIN DOSHI (COP Holder)

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Objectives

I am looking ahead to work in a professional, growth oriented organization, where one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals.

Professional & Academic Qualifications

Examination	Year of Passing	College / Board	Percentage
C.A. Final	2017	ICAI	55.12 %
B.Com	2012	Devi Ahilya Vishwavidyalaya, Indore	55.00 %
H.S.C. (12 th)	2009	Madhya Pradesh Board Secondary Education	80.00%
S.S.C. (10 th)	2007		78.00%

Firm's Association

Particulars	Position/Dept.	Duration
Rajiv A. Gupta & Associates <i>Chartered Accountants</i>	Manager (Accounts & Tax Dept.)	September 2018 to April 2019
Dollex Agrotech Pvt. Ltd. (Manufacturing Company)	Accounts & Tax Dept. (Post CA)	November 2017 to May 2018
Shri Ganesh Warehousing Co.	Accounts & Audit Executive (Post Articleship)	June 2015 to October 2017
M/s VDS & Co <i>Chartered Accountants</i>	Article Trainee	February 2011 to February 2014

Computer Proficiency

- **Expertise knowledge** of Tally ERP, WINMAN TAX, WINTDS.
- **Expertise knowledge** of MS Office – Microsoft Word, Excel, Power Point.
- Well versed with Income tax, Traces, GST, Mahagst, MCA Portals.
- Usage of Internet Applications & DSC.
- Completed 100 Hours of mandatory computer training as per Institute of Chartered Accountants of India (ICAI) guidance.

Working Experience

➤ **Direct Tax:**

- Tax Audit of Various entities such as Trust, Private Limited Companies, HUF and Partnership Firm Etc.
- Income Tax Return Filing for various entities including NRI Returns.
- TDS Payment & Return Filing (**Expertise Knowledge**).
- Preparation of documents for scrutiny cases and reply of various tax notices.
- Calculation of MAT, Deferred Tax, Advance Tax.
- Consultancy on Tax Saving, Tax Planning & Statutory Compliance.

➤ **Indirect Tax:**

- Preparation & Filing of GST Returns and availing GST Registration.
- GST Audit.
- VAT Audit.
- Registration for Import Export Code, MSME Certificate (Udyog Aadhar).
- Registration under GST for Private Ltd, LLP, Firms & Proprietor.

➤ **Audit & Accounting:**

- Preparation of books of accounts at the time of Merger & Acquisition.
- Ledger Scrutiny & Trial Balance Review.
- Preparation & Analysis of Cash Flow Statement & BRS.
- Preparation and finalization of accounts of various entities.
- Finalization of Audit Reports in accordance with statutory guidance, relevant accounting standards and best industry practices.
- Formation of Private Limited, LLP & their legal compliance.

Strengths

- Enthusiastic and Hardworking.
- Analytical Skills.
- Positive Attitude.
- Responsible towards assigned activities.
- Self-motivated and Directed.
- Leadership Abilities.

Personal Information

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| • Date of Birth | : | 13 th November 1991 |
| • Father's Name | : | Mr. Vijay Jain (Tax Consultant) |
| • Husband's Name | : | CA Dipesh Doshi |
| • Nationality | : | Indian |
| • Native Place | : | Indore (M.P.) |
| • Marital Status | : | Married |
| • Language Known | : | English, Hindi |
| • Interest | : | Listening Music, Reading Books, Singing Etc. |