

**PROFESSIONAL OBJECTIVE**

An aspirant to carve a niche for myself in an organization of repute where my academic exposure, logical reasoning and interpretation skills could contribute to achieving the organizational goals and professional aspirations

**PROFESSIONAL & ACADEMIC QUALIFICATIONS**

| Year | Examination                 | Institution  | Marks  |
|------|-----------------------------|--|--------|
| 2016 | CA Final                    | Institute of Chartered Accountants of India (ICAI) | 59.25% |
| 2015 | B.Com (H)                   | Gauhati Commerce College (SEBA)                    | 68%    |
| 2012 | Higher Secondary (XII Std.) | Gauhati Commerce College (SEBA)                    | 80.8%  |
| 2010 | Secondary (X Std.)          | Happy Child High School (SEBA)                     | 88.3%  |

**PROFESSIONAL EXPERIENCE****KANKNARRAH COMPANY LIMITED****Sep 20-Present****Chief Financial Officer**

- Finalization of Accounts, preparation of Balance Sheet & Statement of Profit & Loss Account.
- End to end compliances of all applicable statutes. (GST, Income Tax, TDS, TCS, etc)
- Liaising with Statutory/Tax/Internal/Cost/GST/PF Auditors of the company.
- Preparation of MIS and other adhoc Reports for decision making of the Management.
- Drafting of replies to notices under Excise, VAT and Income Tax and personal appearances before Departmental authorities

**KHUSHBU SURANA AND ASSOCIATES****Nov 16 to Aug 20****Sole Proprietorship**

- End to end GST compliances - GST Registration, Monthly/ Quarterly return preparation and filing, Annual Return preparation, Audit under GST provisions. [100+ clients dealing in different businesses]
- Conduct of statutory audit (including bank audit of various branches), tax audit and internal audit and meeting all compliance requirements of 30+ corporates in different line of business.
- Led a team of 15+ so that all client deliverables are met within deadlines.
- Consultancy in the matters of GST, income tax ensuring tax efficient business processes.

**SANJAY MANOJ & CO.****Sep 13 – Aug 16****Articled Assistant**

- Preparation and filing of income tax returns, TDS Returns, service tax returns, VAT returns, ROC forms.
- Finalization of accounts and conducting statutory & tax audits for various entities like hotels, charitable organizations, construction companies, colleges, tea gardens, etc.
- Suggesting of legal remedies to client issues and drafting various types of deeds and affidavits.
- Preparation of projected financial statements & reports for availing credit facilities from bank.

**PERSONAL DETAILS**

Marital Status : Married

Age : 26

Spouse : Sourabh Kotecha (Working as Manager Finance at Bharat Petroleum Corporation Limited)

Hobbies : Travelling, Reading, Listening Music.