

TAMANNA MUNDHRA

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PROFESSIONAL QUALIFICATIONS

Year	Course	Marks	Institution
2024	CA Final	351/600	ICAI
2022	CA Intermediate	496/800	
2020	CA Foundation	273/400	

ACADEMIC PROFILE

Year	Qualification	Domain	College / School	Percentage
2023	B.COM	Accounting, Taxation, Auditing	SDJ International College (VNSGU)	67%
2020	XII (CBSE)	Commerce	Maheshwari Vidyapeeth School, Surat	96%
2018	X (CBSE)	NA	Maheshwari Vidyapeeth School, Surat	92.8%

FULL TIME INTERNSHIP (Under Chartered Accountancy Firm)

NAMS & Co. LLP, Surat		Articled Assistant	Mar'22 – Present (2 years 11 months)
Statutory Audit	<ul style="list-style-type: none">• Designing, Assistance and Execution of Statutory Audits of various businesses engaged in Transportation, Educational Institution and Textile Industries and ensuring compliance with standards on auditing and regulatory requirements laid down in Companies Act, 2013• Executed finalization of Financial Statements of companies having annual turnover above 450 Crores• Implemented substantive & analytical testing procedures such as ratios and trends analysis• Studied the applicability of Companies Audit Report Order, 2020 and prepared a detailed CARO, 2020 report for around 20+ companies with the ratio analysis, related party transaction mapping, loans and advances details, compliance with verification requirements of inventory and fixed asset		
Direct and Indirect Taxation	<ul style="list-style-type: none">• Devised Income tax return for various Private Companies and Partnership Firms under Income Tax Act, 1961• Complied with GST monthly requirements and annual returns for around 50+ clients including Educational institution, Pharmacy unit, Transportation and Textile industries• Adhered to interest computation rules in accordance with current tax laws, ensuring accuracy in tax filings and preventing any compliance issues• Executed GST registration and Udyam registration procedures for multiple clients, minimizing delays and ensuring compliance and provided consultancy to clients about blocked input tax credits and resolving their queries regarding same		
Others	<ul style="list-style-type: none">• Accompanied an audit of Union Bank of India, Ahmedabad for the financial year 2023-24 under the guidance of seniors• Facilitation in ROC Compliance related to AOC-4 and MGT-7• Review of statutory compliances in respect of EPF & ESIC and validation of Advance Tax, TDS & TCS• Preparation CA Certifications as per requirement of our client• Supervised Physical Verification of Stock for our various clients		

ACHIEVEMENTS & ACTIVITIES

Academic	<ul style="list-style-type: none">• Secured 71% in Advanced Financial Management in CA Final Examination• 60+ marks in more than 5 subjects in CA Intermediate• Stood 9th in city in HSC examination• 95+ marks and 90+ marks in 4/5 subjects in XII and X class, respectively• Consistently ranked among Top 15 in the high school
Extra curricular	<ul style="list-style-type: none">• Been regarded as a delegate of UNSC representing Canada in South Gujarat Model United Nations held in Nov-2017• Participated in Volleyball Championship at Inter School Sports and Games Competition 2018-19 organized by CBSE• Hosted a charity event to support educational programs and resources for underprivileged students• Volunteered at an annual event of pre-primary and primary school, attracting over 200+ attendees• Presented on the topic of TDS and Audit Trail in front of office colleague
Positions Of Responsibility	<ul style="list-style-type: none">• Appointed as 'Discipline Vice Captain' of the school in order to maintain decorum
Skills	<ul style="list-style-type: none">• Analytical reasoning, Team Player, Resilience, Adaptable, Communication, Management, Leadership, Problem Solving
Languages	<ul style="list-style-type: none">• English and Hindi