

SAYALI SUHAS ARCHANA KHARAT

Address: 22/1555, Abhyudaya Nagar, Kalachowki, Mumbai - 400 033.

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Date of Birth: 16th October, 1995

CAREER OBJECTIVE

To be at a position in a result oriented company that seeks an ambitious and career conscious person where acquired skills and education will be utilized towards continuous growth and advancement.

ACADEMIC PROFILE

Examinations	University / Board	Year of Completion	% of Marks
M.Com	Mumbai University	2021	80.75%
C.A. Final Group II	I.C.A.I.	November 2019	60.25%
LL.B	Mumbai University	Presently in III year	Appearing for SEM VI
B.Com	Mumbai University	2015	79.57%
H.S.C.	Maharashtra State Board	2012	83.83%
S.S.C	Maharashtra State Board	2011	91.27%

WORK EXPERIENCE

Work experience as an article assistant at Devesh K Shah & Co. (Chartered Accountants) and CBS & Associates (Chartered Accountants) (October 2014 – October 2017) in following area:

- Computation and filing of Income Tax returns for Individuals and Companies, Computation of Advance tax liability, TDS returns and ensuring timely payments as per due dates.
- Assistance in Income tax assessments and appeals including submitting details E-assessment, Income tax rectifications work.
- Assisted in Internal and Statutory audit of Companies, Tax audit of Private Limited Companies.
- Preparation and filing of ROC Annual Return of Companies (AOC – 4, MGT – 7).

Work experience as a Tax assistant at Devesh K Shah and Co.(Chartered Accountants) from October 2017 – March 2018 in following area:

- Preparation and finalization of accounts of Companies and Proprietorship business.
- Assistance in Service tax audit, GST registrations.
- Handled Income tax rectifications and Sales tax assessment work.
- Computation and filing of Income Tax returns for Individuals and Companies, Computation of Advance tax liability, TDS returns and ensuring timely payments as per due dates.

Work Experience of as a Tax & Audit Officer at C.A.S. & Associates (Chartered Accountants) (August 2021 – March 2022) in following area :

- Preparation of Report and Analysis of Financials of Transferor Companies for last five year periods ; as assistance for Official Liquidator in case of Mergers & Amalgamations.
- Preparation and finalization of accounts of Companies, Credit Societies and Proprietorship business.
- Computation and filing of Income Tax returns for Individuals and Companies, Computation of Advance tax liability, TDS returns, GST returns and ensuring timely payments as per due dates.
- Tax Audit for Air India Employees Co-operative Credit Bank, Statutory Audit compliance for Mazgaon Dock Employees Co-operative Credit Society Limited, Castrol Employees Credit Co-operative Society Limited.

TECHNICAL COMPETENCE & STRENGTHS

Technical Competence –

- Proficient at MS office tools and
- Working knowledge of Tally.ERP9, Tax base, Winman, etc.

Strengths –

- Hardworking and Eager to Learn
- Effective communication
- Quick grasping and adaptive to changes.

ADDITIONAL INFORMATION

Nationality	-	Indian
Marital Status	-	Single
Father's Name	-	Mr. Suhas Kharat
Father's Qualification & Occupation	-	B.Com LL.B. ; Bank Officer (Abhyudaya Co-op Bank Ltd)
Mother's Qualification & Occupation	-	B.A. LL.B. ; presently Home maker
Languages known	–	<ul style="list-style-type: none">• English• Hindi• Marathi
Hobbies	–	<ul style="list-style-type: none">• Writing (Poems, Blog, Quotes etc.)• Certified Tarot Reader• Inter-College Chess Winner (2012)• District Level Carrom Winner (2008).