

Jayshree Dhirajlal Chotaliya
CA Inter, B.com

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Curriculum vitae

Career Objective

Seeking a full time position in well-established company that offers professional growth and ample opportunities to learn and enrich my competencies in my profession. Also to utilize my skills that I have acquired during practical training and during my last job to the best of my capacity.

Educational Qualifications

Professional

EXAMINATION	INSTITUTE/ UNIVERSITY	YEAR	PERCENTAGE (%)
Final (Group-I)	ICAI	Nov,2018	55.75
IPCC	ICAI	May,2014	54.14
CPT	ICAI	Dec,2011	58.50

Academic

DEGREE	INSTITUTE/ UNIVERSITY	YEAR	PERCENTAGE (%)
SSC	S.M.P.R(Maharashtra state board)	2009	83.07
HSC	Menon college (Maharashtra state board)	2011	80.67
B.Com	V.G.Vaze college(University of Mumbai)	2014	A Grade

Professional Experience

Emerald Leisures Ltd (From 09.07.2018 to 19.03.2020)

Designation: Sr.Accounts Executive

Profile:-

- Finalisation of Accounts and preparation of Quarterly Result and Annual financial statement of Listed Company .
- Preparing various MIS reports .
- Perform and oversee of Statutory Audit, Tax Audit.
- Working of Prepaid Expense and Depreciation working as per Companies Act 2013 on Quarterly Basis and annually.
- Co-ordinate with Auditor in Internal Audit and Quarterly Audit.
- Verifying accounting record maintained in Tally Package Periodically.
- Reconciliations of the Ledgers, Ledger Scrutiny.
- Review of source documents to ascertain compliance with Internal Control Procedures.
- Preparation of cash flow, Budgets and Projections for Loan (CMA Data).
- Verify TDS, GST and VAT working with Returns.
- Preparing scrutiny assessment details regarding Income Tax and GST Matters.
- Preparing document for VAT appeal and get VAT Annexure uploaded by Vendor.

Articleship Training

Successfully completed 3 years of Articleship with '**Jiten & Associates Chartered Accountant**' Mumbai. During the course of Articleship, I have gained knowledge and experience of-

- Audit under Companies Act, 1956 & Audit u/s 44AB of Income Tax Act, 1961 of Private limited companies, Partnership firms & Proprietorship etc.
- Fresh Registration, Amendment as well as Surrender of Registration of various entities under indirect tax statutes i.e. VAT/Service Tax/GST etc

- VAT Audit of Individuals.
- Accounting Assignments for Partnership firm, Company, Proprietorship, etc.
- Preparation of Financial Statement as per Schedule III of Companies Act, 2013
- Income Tax Return filling of Individuals, Partnership Firms, Trust *etc.*
- Handling online as well as offline income tax rectification matters
- Calculation and Return filling- VAT, Service Tax, TDS, GST.

Technical qualification

1. Conversant with MS Office, Tally and Internet Applications.
2. Undergone 100 Hours Compulsory Computer Training conducted at ICAI

Personal Profile

Date Of Birth	26 June 1994
Gender	Female
Marital Status	Single
Address	A-105,1 ST Floor ,Pragati Building, V.B. Phadke Road Gavanpada, Mulund (E),Mumbai-400081
Nationality	Indian
Language Known	English, Gujarati, Hindi, Marathi
Interests	Listening to music
Soft Skills	Control on MS Excel & MS Word, Tally ERP 9 Leadership Quality, Organising skill

I hereby confirm that the above information is true and correct to the best of my knowledge.

Place- Mumbai

Jayshree Chotaliya