

Nikita Motwani

Chartered Accountant

Phone: 7985226998

Email: nikitamotwani321@gmail.com

Address: 180, Firoz Gandhi Colony,
Raebareli, UP 229001

PROFESSIONAL SUMMARY

Chartered Accountant by profession having exposure of accounting, auditing, direct taxation and indirect taxation.

WORK EXPERIENCE (ARTICLESHIP TRAINING)

Completed 3 years of articleship in SC Singh & Co, Raebareli from October, 2017 to October,2020

Key Responsibilities:

- Play the in-charge role on audit assignments.
- Draw initial conclusions on client queries and referring upwards if necessary.
- Perform fieldwork on assigned clients, assigning workloads and developing the audit strategy.
- Ensuring completion of projects within agreed timescales.

Work profile:

- Compliance with applicable accounting and auditing standards.
- Compliance with the requirements of Schedule III of Companies Act, 2013.
- Preparation of Financial Statements of companies, proprietorship and partnership firms
- Preparation of Audit report and CARO report.
- Bank Reconciliation, Scrutiny of ledgers and stock verification.
- Matching of Sales from GST Returns.
- Ensuring eligible ITC is taken.
- Preparation and filing of GST Returns.
- Preparation and filing of Income Tax Returns.
- Preparation of Tax Audit Reports.
- Compliance under the Income Tax Act including TDS and advance tax.
- Credit assessment of clients for the purpose of project financing.

EDUCATION

Examination	Institution	Year	Performance
CA-Final (Both groups)	The Institute of Chartered Accountants of India	Nov,2020	58.38%
CA-IPCC (Both groups)	The Institute of Chartered Accountants of India	May,2017	62.14%
CA-CPT	The Institute of Chartered Accountants of India	Jun,2016	73.50%
B. Com	Chhatrapati Shahu Ji Maharaj University	2019	66.00%
Intermediate	Ryan International School, Raebareli (ISC)	2016	92.00%
High School	Ryan International School, Raebareli (ICSE)	2014	86.60%

ACHIEVEMENTS AND EXTRA-CURRICULAR

- Won Excellence in Academics Award in class XII;
- Winner of Inter-house Badminton competition;
- Awarded Scholarship by State Government;
- Winner of various debate competitions held in school.

COMPUTER PROFICIENCY

- Computerized Accounting with Tally
- Well versed in MS Office tools like MS-Excel, MS-Word.
- Exposure to accounting packages, I.T. utilities and I-Tax software.

PERSONAL SKILLS

- Willingness to learn
- Optimistic
- Effective Time management Skill
- Teamwork
- Active Listener

PERSONAL DETAILS

D.O.B.: 27-08-1998

Father's Name: Mr. Nirmal Motwani

Mother's Name: Mrs. Diksha Motwani

Hobbies: Gardening and Cooking