

Curriculum Vitae

Pooja Siddharth Shah

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Career Objective:

Making the best of the given opportunity in the field of Taxation, Finance, Auditing and Accounts Which would enable me to utilize my academic and professional knowledge and acquired skills set thereby helping the organization to prosper.

Professional Qualification:

Aspiring CA Final.

Cleared Integrated Professional Competence Course-Group II in May 2012.

Cleared Integrated Professional Competence Course-Group I in Nov 2011.

Cleared Common Proficiency Test (CPT) Examination in June 2010.

Academic Qualification:

Passed Bachelors of Commerce from University of Mumbai with 80.71%.

Passed Higher Secondary Certificate from Maharashtra State Board with 74.67%.

Passed Secondary School Certificate examination from Maharashtra State Board with 76.15%.

Work Exposure:

- Worked as an 'Article Assistant' with M/s Luthia and Shah, Andheri (E), Mumbai-69 (Duration May 2012 to May 2015)
- Worked as Senior Accounts and Taxation Manager with Builders and Developers- Shree Sai Group of Companies Kandivali (West)-67. from Dec 2015 to September 2023.
- Working as Asst. Executive in Accounts and Finance with H. Rishabraj Developers from Oct 2023 to till date

Scope of Work

➤ **Audit**

- Synchronized audit activities of various clients within time constrain.
- Reinforced the strategies to carry out comprehensive audit plans.
- Tax Audit of companies, Proprietor, Individual and Partnership Firm.
- Statutory Audit of Private Limited Companies.
- Trust Audit.
- Vat Audit.

➤ **Accounts**

- Conducted detailed analysis of the collected accounting data for various clients organization.
 - Scrutinized general ledger reconciliation, general voucher, and conducted numerous examinations including Profit and Loss and Balance sheet.
- **Assessments**
- Handled Income Tax Assessments
 - Sales Tax Assessments
 - Handled Service Tax Audit (SERA Audit) of the client
 - GST Audit Conducted by GST Department
- **Compliance.**
- Preparation of Directors Report.
 - Preparation of Auditors Report and CARO Report.
 - TDS Certification.
 - Service Tax Certification.
 - Vat Return.
 - GST related Working & Filings of Returns
 - ROC related compliance.
 - Individual Return Filing
 - Export related documents verification
 - Advance Tax Working etc.
- **Finance** –Working of Cash flow, documentations, NOC issuance, Review & Management working on Qtrly Basis etc
- **Notable Accomplishments across the Career**
- Gained knowledge in RERA Act and its compliances and appearance for the same with RERA authority.
 - Registered projects with RERA Authority and ensured to adhere to compliances as well as timely update of the same
 - Managing various due diligence requirements.
 - Monitoring the Internal Control systems of the entity and providing opinion on the same to the company

Certifications:

General Management and Communication Skills (GMCS I and II) of ICAI.

Information Technology Training of ICAI.

Orientation Program of ICAI.

CCCT- Course from Maharashtra Business Training Board.

Computer Proficiency:

Well conversed with-

- Microsoft Office Application, MS Excel & MS Word & MS Power point.
- Tally ERP 9 Package.

- Winman CA ERP/Win TDS
- ST-Easy

Leisure Interest:

Listening Music,
Painting,
Watching Movies.

Personal Dossier:

Date of Birth	23 rd Sep, 1991.
Languages Known	English, Hindi, Gujarati, Marathi.