

## POOJA VIJAY MAHAJAN

B – 6 , GANESH SADAN CHS LTD,  
SUBHASH ROAD,  
OPP. MARUTI MANDIR,  
DOMBIVLI (WEST)  
DIST : THANE -421202

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### **CAREER OBJECTIVES:**

To work with an Organisation where I can utilize my skills and knowledge to contribute to Organisation's growth and attain my goals and also to take new challenges to develop my skills and knowledge.

### **EDUCATIONAL QUALIFICATION:**

#### **Professional:**

<b>Qualification</b>	<b>Institute</b>	<b>Month &amp; Year of Passing/Appearing</b>	<b>Remarks</b>
ACCA Professional Level	Association of Chartered Certified Accountants	September 2020	Papers to be attempted in September 2020
ACCA Skill Level	Association of Chartered Certified Accountants	March 2020	Level cleared with 60% average marks
FRM LEVEL-I	Global Association of Risk Professionals	May 2020	Appearing in May 2020
CA Inter (IPCC)- Both Groups	Institute of Chartered Accountants of India	May 2015	Passed-First Attempt
CPT	Institute of Chartered Accountants of India	June 2014	Passed

#### **Academic:**

<b>Qualification</b>	<b>Institute/University</b>	<b>Month &amp; Year of Passing</b>	<b>Remarks</b>
B.Com	Mulund College of Commerce (Mumbai University)	April 2017	First Class

H.S.C	Mulund College of Commerce Maharashtra State Board	February 2014	Distinction
S.S.C	Maharashtra State Board	March 2012	First Class

**Other Qualification:**

- Pursuing ACCA and FRM. Knowledge Level of ACCA is cleared. Skill Level Cleared. ACCA Expected to be completed till December 2020.

**WORK EXPERIENCE:**

1. Working with **M/s. BHATT D. T. & ASSOCIATES, CA Firm, at FORT** as an Senior Manager from Jan' 2019 to as on date, During this tenure, I was engaged in various jobs relating to: -

- Tax Audit
- Internal & Statutory Audit
- Filing GST Return
- Filing Income Tax Return
- GST Audit
- Filing TDS Returns
- Tally Accounting
- Budgeting & Forecasting
- Formal and Business Letter Drafting
- Income Tax Returns
- TDS Return
- Bank Loan Proposals – Preparing CMA Data , Project Report , Restructuring cum Rehabilitation of Sick and NPA MSME units

2. Worked with **M/s. Nandarshi Bhatt & Associates, Thane** as an **Article Assistant** from **October 2015 To December 2018 (3.2 years)** During this tenure, I was actively involved in various assignments relating to: -

**Accounts:**

- Accounts writing, preparing and finalisation of Balance Sheets, etc. of various Banks , Credit Societies , Limited and Private Limited companies, Registration of Partnership firms and companies with Registrar of Companies & individuals engaged in Manufacturing, Trading, providing financial services etc.
- Retirement and admission of partners / Directors and related accounting.

**Audit:**

- Statutory and Tax audit of various entities engaged in Manufacturing and Trading.
- Preparation of various Audit Reports.
- Co-operative Bank Audit of Konkan Prant co-operative Bank Limited including its branches as well as Head office, Sangli Sahakari Co-operative Bank Limited including its branches as well as Head office.

**Taxation:**

- Audit under Income Tax Act, 1961 of various corporate and non - corporate entities.
- Filing of various tax returns under Direct Tax Laws.
- VAT and Service Tax Audit

**ROC/ Law:**

- Assignments relating to company Formation, Charge Registration, Directors Appointment/ Retirement, Auditors Appointment/ Retirement, Change of Registered Office and other ROC related Matter.
- Preparation of Partnership Deed, Mortgage Deed, Lease Deed, Gift Deed, etc.

**OTHER COMPUTER SKILLS:**

- Conversant with Tally software (ERP 9.0).
- Completed Information Technology Training course of 100 hrs. Conducted by ICAI.
- Completed Orientation Training Course Conducted By ICAI

**OTHER INTEREST:**

- Listening to Music
- Reading Books.

**PERSONAL DETAILS:**

Date of Birth : 08<sup>th</sup> March 1997  
Gender : Female  
Marital Status : Single  
Nationality : Indian  
PAN : CSQPM9942P

PLACE: MUMBAI

POOJA V. MAHAJAN