



CA NAVNEET RATHI

Chartered Accountant, M.Com, B.Com

- Dedicated professional with over 2 years of experience as an Independent Consultant in Finance, Tax, Audit.
- I seek challenging opportunities where I can fully use my skills for the success of the organization.
- Skilled in analyzing and adapting to market dynamics with a persistent mindset, good grasping power, and a quick learner.
- **Available for Immediate Joining.**

WORK EXPERIENCE

IndusInd Bank Limited, Mumbai **Mar 2024 - Aug 2024**
Audit Executive

- **Review** adherence to laid down process and guidelines.
- **Identify design deficiencies.**
- **Analyse and validate data** to arrive at audit observations.
- **Draft audit observations, audit report** and **discuss with auditee units for closure of reports.**
- **Maintenance of working papers** as per Internal Audit Policy and Audit Manual.
- Report critical issues to the Audit Committee of the Board, Follow up and review **closure of audit issues.**
- Design, develop and execute continuous **monitoring** mechanism in all high risk areas of banking.

Freelancer, Pune **Feb 2022 - Mar 2024**
Tax Consultant

- Served and retained many clients alongside preparing for CA Final examination.
- **Maintenance of financial records** of clients via user friendly applications.
- **Consultation** on GST, Income tax, Tax planning, Income tax filings, GST Returns(GSTR-1, GSTR-3B, GSTR-4(CMP-08), GSTR 9), TDS, TCS, Input tax credit analysis as per relevant laws, regulations and guidelines.
- Preparation of partnership deeds, ROC filings.

CSSP & Associates, Pune **Aug 2018 - Jan 2022**
Article Assistant

- **Preparation of financial statements** for various business owners.
- Prepared **working papers**, reports and **finalization of company accounts.**
- Conducted end to end **statutory and internal audits**, Risk analysis, made recommendations and drafting audit report.
- Prepared **response letters**, filing submissions, gathering information, meeting with department officials.

CONTACT

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Bur Dubai, Dubai.

SKILLS

- ACCOUNTING
- AUDITING
- FINANCIAL REPORTING
- IFRS
- TAXATION
- FINANCIAL ANALYSIS
- ANALYTICAL THINKING
- PROBLEM SOLVING

SOFTWARE TOOLS

- MS OFFICE
- TALLY PRIME
- CLEARTAX
- WINMAN

INTERESTS

- TRAVELLING
- EXPLORING NEW THINGS
- SURFING THROUGH INTERNET
- PARTICIPATING IN SOCIAL ACTIVITIES
- BIKE RIDING

LANGUAGES

- ENGLISH
- HINDI
- MARATHI
- MARWARI

PERSONAL DETAILS

- NATIONALITY - INDIAN
- DATE OF BIRTH - 09/09/1997
- MARITAL STATUS - SINGLE

- **Financial analysis, MIS reporting, Due diligence and compliance management** (Income Tax, GST, TDS, PF, PT).
- Prepared working papers, reports and **Preparation and filing of tax returns, refund application.**
- **GST reconciliation**, returns and audits.
- **MIS reporting** of various clients.
- **Handled a team of 4 members and led the audit.**
- Preparation of **accounts payable** and **accounts receivable** aging reports.

EDUCATION

- **Chartered Accountant** Nov 2023
The Institute Of Chartered Accountant Of India, Delhi.
429/800 (53.63%)
- **M.Com** : Master Of Commerce 2019-2020
Indira Gandhi National Open University, Delhi.
First Class(61%)
- **DTL** : Diploma In Taxation & Law 2018-2019
Sinhgad Law College, Pune, MH.
Second Class(55%)
- **B.Com** : Bachelor Of Commerce 2015-2018
Savitribai Phule Pune University, Pune, MH.
First Class(61%)