

# Sapna Thesiya

Ahmedabad, Gujarat, India

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## Objective and Goals

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- As a Articled Assistant with 3 years of effective experience in book keeping and work as Tax Associates in tax preparation, compliance and other matters.
- Dynamic and result-oriented professional with strong background in communication, problem- solving and leadership.
- Seeking to contribute my expertise in a challenging role that values teamwork, adaptability and critical thinking to achieve organizational goals.

## Technical Skills

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- MS Office (MS Excel, MS Word, Power Point etc.)
- Tally ERP 9
- Tally Prime
- Genius
- Idea (Basic Knowledge)

## Work Experience

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### Article Assistant

Feb 2021 – March 2024

Nilaxi Agrawal & Associates  
Ahmedabad, Gujarat

- Book keeping Services for various clients engaged in trading, manufacturing and services industries
- Preparation of various certificates, such as Net worth, Quarterly Stock statements, Production quantity statements and Turnover certificates
- Prepared comprehensive Credit Monitoring Arrangement (CMA) data for project finance across real estate sector and other manufacturing and trading industrie
- Executed data entry for TDS/TCS
- Developed Excel spreadsheets to verify TDS u/s 194Q and TCS u/s 206C(1H) and 206C(1G)
- Finalized financial data with attention to detail, ensuring precision and completeness
- Conducted scrutiny of financial data to identify discrepancies and maintain compliance with regulations
- Prepared ITRs with tax audits for various non corporate entities, ensuring timely and accurate submissions
- Filled Forms 3CA and 3CB for manufacturing and trading industries, including real estate companies
- Filled ITRs for Individuals, Firms, HUFs and non corporate entities (ITR-1, ITR-2, ITR-3, ITR-4, ITR-5), demonstrating comprehensive tax knowledge
- Prepared and filed monthly GSTR 1 and GSTR 3B, maintaining compliance with GST regulations
- Familiar with GST Refund and registration process
- Drafted Partnership deeds and HUF deeds, showcasing adept legal and financial acumen.
- Prepared and submitted Forms 15CA and 15CB
- Managed RERA compliance, including Form 3 fillings
- Maintain documentation as per SA 230

## Education

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### The Institute of Chartered Accountant of India

- CA Intermediate November 2020  
**Grade:** 434/800
- CA Foundation November 2019  
**Grade:** 288/400

### Gujarat University

- Bachelor of Commerce in Accounting and statistics June 2019 – June 2022  
**Grade:** First Class

### Gujarat Secondary and Higher Secondary Education Board

- Dipak Shikshan Sankul  
Class XII (Commerce) March 2019  
**Grade:** 90.29%
- Dipak Shikshan Sankul  
Class X March 2017  
**Grade:** 87.83%

## Achievements

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- I have scored exemption at CA Intermediate in subjects like Accounts, Corporate Law, Advanced Accounts and Financial Management and Economics.
- I have passed CA Foundation with Distinction.
- At school, I have secured 1<sup>st</sup> position in SSC and HSC.
- Awarded as a student of the year in 2018 for punctuality.
- Participated in the drawing competition organized by Daughter Day Foundation – India in Ahmedabad.