

CA Saurabh Malu

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Professional Summary

Aspiring professional seeking a challenging and responsible role in Corporate Accounting and Finance, dedicated to contributing to organizational growth while acquiring new skills and experience through diligent effort.

EDUCATION

Course	Year	Institution	Scores	Remarks
CA Final (Group I)	May 2024	ICAI	54%	Exemption in Advanced Financial Management
CA Final (Group II)	May 2022	ICAI	54.25%	Exemption in Indirect Tax Law
IPCC (Group II)	Nov 2018	ICAI	56.67%	Exemption in Advanced Accounts
IPCC (Group I)	Nov 2016	ICAI	54.25%	-
CPT	June 2015	ICAI	52.5%	-
B. Com.	2015-2018	Pune University	59%	Special examined in Cost and Works Accounting
HSC - Class XII	Mar 2015	MSG College, Malegaon	81%	-
SSC - Class X	Mar 2013	Adinath High School, Malegaon	84.36%	-

WORK EXPERIENCE

US Audit Associate, Virti Shah CPA, Ahmedabad

June 2024 – Present

- Prepared working papers, reports, and supporting documentation for audit findings.
- Evaluated financial statements, identifying discrepancies, and providing recommendations for corrective action.
- Mentored junior staff members, sharing industry knowledge and best practices for successful audits.
- Prepare and review financial statements.
- Perform financial data analysis.
- Prepared special working papers for contract liability and ensured compliance with applicable U.S. GAAP.
- Support risk assessment and internal control processes.

Accounting and Tax Associate, BKC Pro Hub Private Limited, Ahmedabad

Sept 2023 – Jan 2024

- Assisted clients with the preparation of financial documents related to taxes.
- Performed basic bookkeeping duties such as data entry into accounting software programs like QuickBooks, Xero, Zoho.
- Filed TDS Returns and GST Returns.
- Statutory audit of Private Limited Companies.

Articled Assistant, Shah And Patel Chartered Accountants, Ahmedabad

Feb 2017 – Feb 2020

- Statutory audit of Private Limited Companies including audit of books of accounts, scrutiny of ledger, bank reconciliation, compilation of details for Audit Report and preparation and finalization of Audit Report.
- Conducted internal audit assignments identifying control weaknesses and providing recommendations for improvement, leading to strengthened financial systems.
- Handled Tax Audit of Proprietary Concern, Partnership Firms and Private Limited Companies.
- Handled GST Audit of Proprietary Concern, Partnership Firms and Private Limited Companies.
- Compilation of data for Assessment Proceedings along with drafting replies to notices.
- Providing opinion and advise in relation to queries raised by client.
- Computation of Advance tax and Computation of Total Income & Tax Liability.
- Computation of TDS Liability.
- Preparation and Filing of Income Tax Return and TDS Returns with Tax Authorities.
- Provide opinion and advise in relation to GST queries.
- Preparation and Filing of Form 15CA-CB.
- Preparation and Filing of Form 15G-15H.

ADDITIONAL SKILLS

Additional Skills: Tally ERP 9, Advance Flow, Xero, Zoho Books, QuickBooks, Microsoft Office

Languages: Fluent in English, Conversational Proficiency in Hindi, Marathi

Hobbies and Interests: Travelling, Swimming, Badminton