

## **Prapti Ashok Raut**

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### **OBJECTIVE**

To work with growth oriented organization where I can grow professionally and further enhance my skills and experience; thereby supporting the organization in the best possible way & create a respectable position for myself.

### **WORK- EXPERIENCE**

#### **Sumo Instruments**

August 2018 – April 2019

Borivali, Mumbai

#### **Job-Responsibilities:**

- **Finalisation of Accounts**
- Preparing **Return of Income**
- Preparing Returns for Tax Deducted at Source (**TDS**)(**Form 26Q, Form 27Q – NRI, Form 26QB – Purchase of Property**)
- Assistance in handling **Income Tax Audit**
- Assistance in handling **Departmental Assessment (Income Tax, VAT, Professional Tax, etc)**
- **Online Compliances** on Income Tax E Filing Portal (**Rectification, Demand Compliance, Refund Reissue, etc**)
- Online Compliances of TDS on Traces Portal (**TDS Default notice, TDS on Property, Refund of Excess TDS payment**)
- **Registration of Partnership Firm**

#### **Chandwani & Chandwani,**

January 2013 – August 2016, June 2017 – July 2017

Chartered Accountants

December – January 2018 & July 2018

Borivali, Mumbai

#### **Job-Responsibilities:**

- **Direct Taxation**
  - **Assistance in Handling/ Preparing:**
    - **Income Tax Returns** of Individuals, Hindu Undivided Family (HUF), Firms, Limited Liability Partnership (LLPs), Trusts and Companies
    - Returns for Tax Deducted at Source (**TDS**)
    - Assistance in handling projects of **Non-Resident Individuals (NRI)/ Foreign Entities:**
      - Filing of **Form 15CA/15CB** – In respect of outward remittance
      - Income Tax Returns

- **Tax Advisory for NRI/ Foreign entities** while transacting in India (E.g. withholding taxes, FEMA Perspectives)
- o **Appeal before Commissioner of Income Tax (Appeals) i.e. CIT(A) and Income Tax Appellate Tribunal (ITAT)**
  - Initial Application along with **drafting of Statement of Facts and Grounds of Appeal**
  - **Preparing detail Paper Book** for Judgment Hearing
  - Attending hearings for basic submissions/ adjournment procedures before judicial member of Tribunal
  - **Assisting my partners/ seniors at the time of preparation and attending for main tribunal hearings**
  - Preparing submissions for **Appeal Effects**
- o **Income Tax Audit**
- o **Statutory Audit**
- o **Online Compliances** on Income Tax E Filing Portal for:
  - **Rectification** of Income Tax Return
  - Compliance with **Defective return notice** u/s 139(9)
  - Refund Reissue
  - Respond to **Non- Filer Notices**
  - **Statement of Financial Transactions (SFT)** response
  - Respond to Demand raised by CPC
- o Online Compliances of TDS on Traces Portal for:
  - Application for TDS Certificate (Form 16/16A)
  - Compliance with **TDS Default Notice**
  - Comply with **process of TDS on Property** (Filing of Form 26QB, Generation of Form 16B)
- o Assistance in handling **advisory work of tax planning and salary structuring**
- o Applications for **fresh allotment or amendment in PAN/ TAN**
- **Indirect Taxation**
  - Assistance in Handling/ Preparing:**
  - o Filing of **Returns and E- Annexures** under:
    - Value Added Tax (**VAT**)
    - Central Sales Tax (**CST**)
    - Professional Tax (**PTEC and PTRC**)
    - **Service Tax**
  - o **Appeal before Deputy Commissioner of Sales Tax**
    - Initial Application along with drafting of Statement of Facts and Grounds of Appeal
    - Preparing detail Paper Book for Judgment Hearing
    - Assisting my partners/ seniors at the time of preparation and attending for main hearings
  - o **Value Added Tax (VAT) Audit**

- **Other Work**

- **Departmental Work:**

- Drafting detailed **submissions** against Notices such as **Demand/ Penalty Notices**
- Assistance in handling **Scrutiny Assessment, Best Judgment Assessment, Re-opening of Assessment, Refund Audit, Registration/ Amendment/ Cancellation of registration** under GST, VAT, CST, PTEC PTRC & Service Tax
- Assistance in **handling complicated cases** during assessment such as **mismatch of Input Tax Credit (ITC), cancellation of registration without intimation, Capital Gains, Hawala Transactions** etc.
- **Personally, attending some hearing in front of Officer**

- **Registration/ Dissolution of Partnership firm** at Registrar

**Zubin Bataliwala and Associates**

**September 2012 - January 2013**

Borivali, Mumbai

**Job-Responsibilities:**

- Basic Accounting like vouching, reconciliation, etc

**ACADEMICS**

**Chartered Accountant (CA)**

Institute of Chartered Accountants of India (Mumbai)

**Stage 3 – Final Examination**

Group 1 – Appeared in November 2019

Group 2 in May 2018 with **51%**

**Stage 2 – Intermediate (integrated Professional Competence) Examination**

Group 1 in May 2012 with **55.25% (1<sup>st</sup> Attempt) (Achieved Exemption in 2 subjects)**

Group 2 in November 2013 with **55% (Achieved Exemption in 2 subjects)**

**Stage 1 – Common Proficiency Test**

June 2011 with **59% (1<sup>st</sup> Attempt)**

**Bachelor of Commerce (B.Com.) (Taxation)**

Patkar College (Mumbai University) in 2014 with **73.71%**

**H.S.C. (Commerce)**

Patkar Varde College of Commerce and Economics (Mumbai University) in 2011 with **83.50%**

**S.S.C.**

Balak Vihar Vidhyalay (Mumbai University) in 2009 with **91.23%**

## **IT SKILLS**

- Completed MSCIT with 78% in July, 2009
- Completed ITT (Computer Training Course) of 100 hours from ICAI in September 2012
- Quality working experience in Tally version 5.4, 7.2 and ERP 9 (Advanced) and MS Office

## **EXTRA-CURRICULAR ACTIVITY**

- Currently I am a **part of 'Manavta Charitable Foundation'**. This foundation is organising **various social events** in fields such as Education, Medical, helping poor people (e.g. Book and Food distribution, Medical Camp, etc.)
- Achieved certificate of **Intermediate and Elementary drawing examination**
- Achieved certificate of **'Shotokan Karate-Do'** organized by **'Shotokan Karate-Do International European Federation of India'** in December 2004
- Participated in many **Elocution competition and Dramas**

## **PROJECT / PRESENTATION WORK**

- I have published an **article** on **'Some practical issues in dealing with Section 194-IB'** on **Taxguru** website in **January 2019**.
- Assisted my partners/ seniors in preparation of presentations during my Articleship on following topics:
  - **Budget Impact on Direct and Indirect Taxes**
  - **E-filing of Income Tax Returns**
  - **Income Disclosure and Computation Standards (ICDS)**
  - **Make in India**
  - **Expatriate Taxation**
  - **Section 43CA**

I did quality research and drafting work in these presentations.

## **PERSONAL DETAILS**

- **Date of Birth:** 24 June, 1993
- **Gender:** Female
- **Marital status:** Single
- **Religion:** Hindu (Marathi)
- **Languages Known:** English, Hindi and Marathi
- **Hobbies:** Exploring different food cultures, travelling, listening music, be a part of social activities and like to learn new things.

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 26th November, 2019

Place: Mumbai

**PRAPTI ASHOK RAUT**

Signature