



# Shifa Shaikh

( A.C.A., B.Com.)

Over time, I have learnt to question things, and never stop learning. As an Individual, I enjoy interacting with people. I learn with enthusiasm, for I believe that it is the real secret to success. I believe in mastering the fundamentals and thrive to show excellence in my performance and learn much more in this new step of life.



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Home no-2723, Opp. Rajnagar Market, Bukhara Mohalla, Khamasa, Ahmedabad-380001, Ahmedabad, India

## SKILLS

Leadership

Strong Oratory

Strategizing

## LANGUAGES

English



Hindi



Gujarati



## HOBBIES

Travelling

Dancing

Listening Music

Drawing/painting

## TECHNICAL SKILLS

- Conversant with :
  - MS Office
  - Windows
  - Tally ERP & Taxation Software (Easy Tax & SCIGST)
- Working Knowledge of SAP & BPC.
- Basic working Knowledge of Finacle & Quick Books.

## WORK EXPERIENCE

### Management Trainee- Corporate Accounts Torrent Pharmaceuticals Ltd.

05/2019 – 10/2019

Ahmedabad, India

Torrent Pharma, the flagship Company of Torrent Group, with a turnover of Rs. 7673 Cr is one of the leading Pharma companies in the Country.

Achievements/Tasks

- Assisted in finalization of Quarterly Standalone & Consolidated Financial Statements for quarter ended June-2019.
- Assisted in preparation of MIS Reports.
- Calculation of Absolute and Monthly returns for debt funds & analyzing consolidated performance of the fund.
- Classification of forwards into CFH/FVTPL/Against underlying, for calculation of MTM Gain/Loss and Foreign currency Fluctuations.

### Chartered Accountant (Now) , Article Assistant M/s. Lakhani Ismaili Tundiya & Co. (Chartered Accountants)

10/2015 – Present

Ahmedabad, India

A 20 year old CA practicing firm with high repute and have wide scope of work in field of Statutory Audit, Internal Audit & Tax Consulting.

Achievements/Tasks

#### Audit & Finance

- Conducting Statutory Audits for Manufacturing Companies, Trading Companies, Real Estate Sector, Service Industries & Trusts.
- Conducting Internal Audit & Risk Advisory for various Closely held Companies as well as for Societies.
- Assisted in stock Audits of closely held companies and Concurrent Audit of bank.
- Assisted in preparation of CMA Reports and Project Finance Reports and provided Financial Advisory Services

#### Direct Tax

- Provided Direct tax consultancy and advisory services to corporate assesses and non-corporate assesses and their tax planning.
- Computation of Income tax liability of Private Ltd. Companies, Partnership Firms, Societies, Trusts and Individuals.
- Filing of various Income tax Returns, Tax audit reports 3CA, 3CB, 3CEB- Audit Report u/s 92E to international Transactions, 15CA, 15CB.

#### Indirect Tax

- Advisory services in relation with the Indirect taxes, Computation of tax liabilities and Filing of Service tax returns, Service Tax Registrations, Surrender Applications, GST migrations & Registrations, GST Returns, GSTR 1, GSTR 3B, GSTR 9, Tran 1 etc.
- Providing consulting in relation to GST Annual returns and GST Audits.
- Provided assistance to clients by appearing before indirect tax authorizes and preparing responses to notices & demands raised by them.

#### Companies Act

- Compliance with requirement of Schedule III of the Companies Act, 2013, Accounting Standards and preparation and Analysis of financial statements.
- Complying with all requirements related to Companies prescribed by MCA.

## Article Assistant

M/s. G.M.C.A & CO. (formerly named as G.M. Shaikh & Co.)

08/2015 – 09/2015

Ahmedabad, India

A reputed CA firm practicing in to Business Management Consultancy, Legal Consultancy, Advisory Services and Audit services in Ahmedabad Since 1973.

Achievements/Tasks

- Conducting Internal Audit & Risk Advisory for various entities such as SAL Hospital & Medical Institute, St. Kabir School, etc.

## EDUCATION

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### CHARTERED ACCOUNTANT

Institute Of Chartered Accountants of India

06/2014 – 01/2019

Ahmedabad, India

Courses

CA Final - Nov' 2018 - (413/800) - Second Attempt

CA IPCC - May' 2015 - (380/700) - First Attempt

CA CPT - June' 2014 - (123/200) - First Attempt

### Bachelor Of Commerce

S. M. Patel Institute Of Commerce

06/2014 – 05/2017

Ahmedabad, India

7.56 / 10 - CGPA - First Class with Distinction

16<sup>th</sup> Rank in Semester 6 in Gujarat University.

### H.S.C & S.S.C

Ankur Higher Secondary School

04/2011 – 05/2014

Ahmedabad, India

Courses

12<sup>th</sup> - 87%

10<sup>th</sup> - 82%

## CONFERENCES & OTHER ACHIEVEMENTS

### Drawing

By National Education & Human Resource Development Organisation

Obtained A Grade in All India Talent Examination in school days.

### Professional Communications Competencies Course

By Gujarat Law Society.

### The Doctors Meet

By Special Interest Group Medical Team.

Been a Speaker at “The Doctors Meet” organized by SIG Medical team of IPN on the topic Tax Planning for Medical Professionals.