

# DEEPAK SAIN

## Semi Qualified Chartered Accountant (CA Final)

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## Professional Summary

Detail-oriented and results-driven Audit, Accounts & Taxation professional with **3+ years of experience**. Strong hands-on expertise in **Statutory Audit, GST, Income Tax and Financial reporting**. Adept at using modern accounting software and AI tools to enhance efficiency and presentation quality. Seeking a growth-oriented role where financial integrity and compliance excellence are valued.

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## Education

**Bachelor of Commerce (Honours)** – Delhi University, SOL | 2016–2020

**CA IPCC (Inter)** – ICAI | Nov 2021

**Senior Secondary (XII), Commerce** – K.V Sector 5, Dwarka, CBSE | 2016

**Secondary (X)** – K.V Sector 5, Dwarka, CBSE | 2014

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## Work Experience

### Article Assistant Experience

**GS Kohli & Company** | 2018 – 2021 – Completed 3 years of Article-ship training from GS Kohli & Company.

- Prepared and filed monthly, quarterly, and annual GST returns (**GSTR- 1, GSTR- 3B, GSTR- 9/9C**) with accurate ITC reconciliation for multiple clients across industries.
- **Statutory Audits and internal audits** of multiple companies and NGO's including Delhi Sikh Gurdwara Management Committee (DSGMC) Including **Tax audits u/s 44AB (3CA, 3CB, 3CD)** ensuring timely closure of audit observations.
- Filed **Income Tax return filing (ITR 1, ITR 2, ITR 3, ITR 4, ITR 5, ITR 6, ITR 7, ITR U)** for individuals, firms, trusts, and companies and advance tax computation, responses to departmental notices.

- Finalized monthly, quarterly, and annual **financial statements** (P&L, Balance Sheet, Cash Flow) in compliance with accounting standards and Indian Accounting Standards.
- Handling complete **TDS lifecycle** – calculation, deduction, payment, and return filing (24Q, 26Q, 27Q).
- Assisting in tax planning and ensuring compliance with updated tax laws. Coordinated with clients for documentation and compliance requirements. Maintaining systematic records of returns, challans, and tax correspondence.

## Freelancer Experience

4+ years of freelancing experience in taxation and accounting, handling approximately **200 Individual ITR filings annually**, **10 GST returns monthly**, and **Tally** accounting entries **for 2 clients**.

## Training & Institute Experience

Me Along with a partner, established an **F.O.C Institute**, providing training to around **25 students** per batch, of **Tally Prime (6 months course)**, Filing **ITR1,ITR2,ITR3,ITR4 (3 months course)**, and **GST Return (3 months course)** for the last **6 years**, and issuing course completion certificates with around 90% students placed in jobs and 10% pursuing further studies.

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## Skills

### Accounting & Taxation

- Statutory, Tax & Internal Audits
- GST Compliance, Returns & Audit
- Income Tax Filing & Assessments
- TDS/TCS Compliance & Returns
- Financial Reporting & MIS

### Software & Tools

- **Tally Prime, Busy, Compu-tax.**
- GST, Income Tax & MCA Portals
- Advanced MS Excel (Pivot, Formulas), Word, PowerPoint
- AI Tools: ChatGPT.

### Soft Skills

- Analytical Thinking & Problem Solving
- Client Communication
- Team Coordination

- Time Management
  - Accuracy & Attention to Detail
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## **Additional Information**

- **Languages:** English, Hindi
  - **Relocation:** Delhi, Gurgaon, Noida
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