



CURRICULUM VITAE

SUMAN CHETWANI

Gender	Female
Languages known	English, Hindi, Gujarati
Location	Ahmedabad
Nationality	India

CAREER OBJECTIVE

- Ability to work & adapt as team and always work with practical aspect.
- Prove myself as an asset of the organization.
- To work with an organization that offers Opportunities, Growth Prospect and provides continuous learning and implements my learning for the overall success of the organization.
- To bring a versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

WORK EXPERIENCE

Befree Business Resourcing

LLP Associate Executive

- Preparing The Financial Statements and Tax Return for Self Managed Superannuation Fund as per SIS Act and Income Tax Act of Australia.
- Providing the written report on any contravention of the SIS Act.
- Furnishing the management letter or audit finalization report to the trustees.
- Preparation of Business Activity Statements (GST Returns).
- Processing the transfer or roll-over of the funds into, or out of, an SMSF where the decision to transfer or Roll-over the funds has already been made.
- Dealing with ATO, ASIC regarding taxation, audit, SMSF issues for clients

0 STATUTORY, INTERNAL AND TAX AUDIT:

Client Name	Work Profile
• Sangath Infra Private Ltd	Worked in the capacity of a core team member for the audit engagements. Overall finalization of accounts as per Schedule III
• Chanchal Infra Private Ltd	of the Companies Act, 2013. Execution of audit in terms of standards on auditing (SAs) issued by ICAI. Ensuring compliance with applicable laws, Accounting Standards, CARO Report and guidance
• Nuvu Conair Private Ltd	notes as issued by ICAI. Process compliance & performance reviews in various operational areas such as; accounting &
• Minuteman Products	finance, purchases & stores, statutory regulations. Review of internal control system and management policies. Performed Audit u/s 44AB of Income Tax Act,1961.

TAXATION WORK

- 0** Preparation of Income Tax returns (ITR I to VI).
- 0** Compliance with TDS related requirements.
- 0** GST Registration and Returns.

TECHNICAL SKILLS

- 0** Well conversant with Microsoft Excel, Word and Power point presentation.
- 0** Viable knowledge of various ERP packages like Easy Office and Tally.
- 0** Proficient in different taxation software such as Kitret, Spectrum, Easy GST.