

# Curriculum Vitae

## Riddhi Dholiya

Chartered Accountant

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Date of Birth: July 30, 1998

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### Profile

I, being a workaholic person and with a thirst to always accept challenges, always try to learn from the people coming across my path. I want to obtain a challenging position in an organization and to use my skills for the betterment of the organization and for my own development.

### Professional /Educational Qualifications

Year	Degree	Institute/Board	Percentage	Remarks
2020	CA Final	ICAI	425/800 (53.13%)	Cleared in 1 <sup>st</sup> attempt
2016	CA IPCC	ICAI	405/700 (57.86%)	Cleared in 2 <sup>nd</sup> attempt
2015	CA CPT	ICAI	133/200 (66.5%)	Cleared in 1 <sup>st</sup> attempt
2018	B.Com	Gujarat University	6.60 CGPA	First class
2015	XII <sup>th</sup>	GSHSEC	93.86% (99.99 PR)	Gujarat Board 1 <sup>st</sup> rank
2013	X <sup>th</sup>	GSEB	94.50%	First Class

### Currently working at Reliance Industries Limited - Jamnagar

Reliance Industries Limited, Jamnagar - I am working as a Manager - Costing & Budgeting (From November 2022 till date)

- I am handling accounting and costing functions of Reliance Syngas Limited, wholly owned subsidiary of Reliance Industry Limited.
- I have obtained in depth understanding of Gasification complex for enabling myself to perform my finance functions in better manner.
- My portfolio here includes below mentioned main job responsibilities:
  - ❖ Daily performance reporting of Gasification complex to the management. Periodic reporting on company's performance in terms of productions, various types of costs and earnings including detailed analysis of variances with budgeted figures.
  - ❖ Handling material accounting and costing for DTA & SEZ sites of Reliance Syngas Limited. Reviewing production and consumption posting in SAP and resolutions of exceptions if any, month closing accounting and costing activities in SAP, reconciliation of physical stocks with books, compliance for inter-site transfer of materials and other related activities.

- ❖ Handling Revenue Budget activity for FY 2023-24. Reviewing proposed budget, analysis of budgeted numbers with last year and planned operations, implementing appropriate measures for cost reduction, finalization of budgeted figures, allocation of budget and monitoring and reporting of the actual expenditure with that of budgeted figures and variance analysis.
- ❖ Handling GST related activities at site level. Eg. Monitoring of ITC blockage on material in transit and taking necessary actions for availment of the credit at earliest.
- ❖ Handling Process Validation in accounts payable for service POs

#### **Worked at Torrent Gas Private Limited - Ahmedabad (1<sup>st</sup> July, 2020 to 21<sup>st</sup> October, 2022)**

I have worked at Torrent Gas Private Limited, Ahmedabad as an Assistant Manager - Taxation Department

Obtained in depth knowledge regarding Gas Industry, its regulations, business procedures and Tax implication under various laws.

- I have managed end to end tax related work in both direct tax and indirect tax area at Torrent Gas Group. There were six group companies in Torrent Gas group.
- The portfolio, I have handled at torrent included below mentioned major job responsibilities:
  - ❖ Managed end to end TDS & TCS compliances for all group companies i.e. Ensuring tax deduction on various expenditure as per the provisions of the Income Tax Act, preparation of monthly workings, handling payments, filling of TDS returns, creation of TDS provisions at year end, necessary adjustments for the same. Managing other TDS related compliances on TRACES.
  - ❖ Preparation of current Tax & Deferred Tax workings at the time of finalization of accounts. Calculation of advance tax and managing payments for the same. Managed tax related requirements in course of interim & statutory audit.
  - ❖ I have handled Tax audits and Income Return filling of all the group companies. My role here was to compile and prepare all the backup workings for Tax audit and return fillings and co-ordinate with our tax consultant and ensuring timely filling of the same.
  - ❖ Co-ordination with tax consultant related to other submission and communication with Income Tax department, ensuring timely compliance of the notices and handling E-filing portal and other SFT related necessary compliances as applicable to companies.
  - ❖ I have also handled VAT, excise and GST compliances for Torrent Gas group i.e. preparing tax workings, ensuring timely payments of taxes, return fillings. Have also obtained various new registrations under indirect tax laws.
  - ❖ I was also involved in managing complexities of Tax areas in SAP implementation & also engaged in forming tax related SOPs in the group companies.
  - ❖ During my tenure at Torrent, I have got an exposure for analyzing tax implications/ tax benefit analysis for specific business transaction and assistance and advisory to various stakeholders in implementing newly inserted TDS section and ensuring appropriate compliances for the same.

## Articleship Experience

G. K. Choksi & Co. LLP, Ahmedabad - I have worked as an Article Trainee in Taxation Department, from February 2016 to September 2019 (3 years).

- Assisted in consulting clients regarding applicability of provisions of Income Tax and various compliance procedures.
- Drafted legal opinions which encompassed analysis and interpretation of Direct Tax Law.
- Preparation of computation of Tax and ITR and filling of Returns of various listed and unlisted entities and individuals.
- Analyzed tax implication pursuant to implementation of IND AS while preparing Computation of Income and filling return of income.
- Prepared detailed submissions containing analysis of provisions of Income Tax Act in the course of scrutiny assessments of companies under Income Tax.
- Preparation and filling of Income Tax Appeals at CIT and ITAT Level and assisted in dealing with IT notices, Appeals and Demands.
- Obtained elementary knowledge of compliance procedures under various requirements of Direct Tax law.

## Skill Set

<b>Technology / Technical</b>	<ul style="list-style-type: none"><li>- Well versed in MS Office (Excel, Word, Power Point), SAP, Tally</li><li>- Completed mandatory Integrated Course on Information Technology and Soft Skills</li><li>- E-filing using various software and utilities.</li><li>- Experience of working with Tax management software such as Taxman, EasyOffice.</li></ul>
<b>Interpersonal</b>	<ul style="list-style-type: none"><li>- Ready to accept challenges and problem solving approach.</li><li>- Professional dedication &amp; sincere.</li><li>- Positive attitude, self-motivating, managing time effectively and working well in team.</li></ul>
<b>Hobbies</b>	<ul style="list-style-type: none"><li>- Listening Music, Travelling, Watching Cricket and Reading</li></ul>

## References available on request

Name	Designation	Organization	Contact
Nailesh Patel	Senior Associate	G. K. Choksi & Co.	+91 9825444864
Chitra Vyas	Senior Manager	Torrent Gas Private Limited	+91 9879900937
Darshan Doshi	Senior Manager	Reliance Industries Limited	+91 7878375675