

# CA SOMYA JAIN



- Chartered Accountant with 8 years of experience.
- PWC UAE Corporate Tax Diploma - Pursuing currently
- IIM, Lucknow Alumni-Advanced Management Programme.
- Holds UAE Driving License
- Certified Yoga Trainer- Patanjali.
- Scholarship from Rajasthan Government.
- Hands on software like CRM, QuickBooks, Ultra Tax CS, Tally & Microsoft Office.

## GET IN TOUCH!

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## PERSONAL DETAILS

Date of Birth - 12 June 1995  
Languages Known - English and Hindi  
Visa - Work Visa  
Marital Status - Married

## PROFESSIONAL CAREER

### Garant Business Consultancy DMCC (July 2024-till date)

#### CHARTERED ACCOUNTANT (TAX AND AUDIT MANAGER)

- Leadership & Team Management : Lead and supervise a team of 8 accountants, ensuring efficient execution of bookkeeping, VAT filing, and corporate tax filing tasks.
- Corporate Tax Consultancy : Offer proactive advice on managing tax risks, structuring transactions, and optimizing tax positions for clients.
- Audit Management : Manage audits for various clients, overseeing the planning, execution, and finalization of audit reports.
- Client Relationship Management : Build and maintain strong relationships with clients, acting as the primary point of contact for corporate tax and audit-related matters.
- Process Improvement & Efficiency : Identify and implement process improvements within the team, leading to enhanced accuracy and time efficiency in filing and reporting.
- Advised clients on compliance with ESR requirements, conducting assessments and implementing necessary measures to meet regulatory obligations.

### Panis And Shah Associates DMCC (Oct 2021- June 2024)

#### AUDITOR

- Develop audit objectives, plans, and scope by reviewing available information and conducting research.
- Design, implement, and maintain internal audit procedures and risk assessment processes.
- Formulate reasonable judgements and conclusion in order to deliver informative and timely outputs.
- Compliance with auditing and accounting standards, relevant laws and regulations, ethical standards, independence requirements and the audit firm's quality control procedures.
- Review facts, demonstrate professional skepticism, examine areas of issues, and maintain full documentation and highlight all significant issues.
- Review audit evidence to ensure its reliability, completeness, and appropriateness.
- Prepare detailed audit findings, audit reports, and develop recommendations for improvements.

### K.K. Mehta & Firm (Jan 2018 - June 2021)

#### TAX ACCOUNTANT

- Maintenance of Books of Accounts for Individuals and S & C Corporations.
- Preparation of Financial Statements as per applicable framework in QuickBooks.
- Reviewing of Financial Statements, conducting analytical procedures and passing of closing entries.
- Preparation of US Income Tax Return for Individuals, Partnerships and S Corporations.
- Filing of US Income Tax Return for Individuals, Partnerships and S Corporation.

### Pradeep Jain & Associates (Oct 2015- Oct 2017)

#### ARTICLE ASSISTANT

- Prepare Financial Statements including Trial Balance, Profit & Loss A/c & Balance Sheet with year end adjustments for audit purpose.
- GST Registration of Clients.
- Assisting in documentation of audit evidence.
- Reconciliation of banks, cash & other ledgers.
- Assisting in stock audits.
- Assisting in drafting of Audit Report in accordance with the statute applicable.
- Vouching and verification of financial balances while assisting in audit.
- Assisting in formation of Companies and Limited Liability Partnership.
- Bookkeeping of clients in Tally & QuickBooks.
- Filing of Service Tax Returns.

#### EDUCATION

- **IIM, Lucknow**  
Advanced Management Programme in Financial Services & Capital Markets
- **Institute of Chartered Accountant of India**  
Chartered Accountant
- **JNVU**  
Bachelor's in Commerce (Accounting Honours)