**Profile**

Name of the Firm : M Trivedi and Associates

Constitution : Proprietory Concern

Date of Establishment : 19/10/2006

Name of the Proprietor : CA. Manish Trivedi

Office Address : Office No.173, 1st Floor,

Ashoka Shopping Centre,

L. T. Marg, Next to G. T. Hospital,

Crowford Market,

Mumbai – 400 001

Office Telephone no. : (022) 22661637

Mobile No. : 9869275918

Email : mtrivediandasso@gmail.com

**Brief Profile of Proprietor**

The Proprietor is having total experience of 20 years in the field of accounts, taxation, company law matters. Started career as office assistant and completed Chartered Accountancy Course in 2006.

The proprietor is Bachelor of Commerce (B.Com.), Chartered Accountants, Diploma in Information System Audit from Institute of Chartered Accountants of India (D.I.S.A. (ICAI))

**Staff Strength :** Total Number of Staff is 5.

 1 is Article Clerk and 4 are Accounts

and Audit Assistants

**Office Infrastructure :** Computers, Laptop, Telephone,

Fax, Internet Connection through Tri-Band

**Additional strength :** Our office is fully insured against

 Unforeseen events including

 Third party Liability, Well trained,

 self motivated staff

**Present Services :** The concern provide the following

Services

1. Accounting

Writing books of accounts, Finalisation of books of accounts including Bank Reconciliation Statement, Preparation of Trial Balance, Balance Sheet, Valuation of Closing Stock

1. Income Tax consultancy

Filling of Income Tax Returns of Companies, Firm, Individual, Advance Tax working, Tax Planning, TDS Return filling, Representation before Income Tax Authorities upto Assistant Commissioner

1. Company Law Matter

Company Formation, Change of Name of the Company, Annual Filling of return with ROC, Consultancy on Buy Back of Shares, Issue of Shares including Bonus and Rights, various issues of Company Law, Declaration of Dividend, Closure of the Company, Minutes Writing and other Statutory Register maintenance as per provisions of Company Law, Representation before Company Law Board (CLB)

1. Financial Consultancy

Project Report Preparation, CMA Data Preparation, Working Capital Facilities Arrangement, Mortgage Loan, Loan against Shares, Term Loan Arrangement, Valuation of Equity Shares under Discounted Cashflow Method

1. Management Consultancy

Designing the accounting systems, Work Flow Systems, Assisting in Critical Management Decision Making, Training of executives, System implementation in Tally ERP of all the modules

1. Audit and Attestation

Statutory Audit, Tax Audit, VAT Audit, Internal Audit, concurrent Audit of Banks, SAD Refund claim certification under Customs Act, Information System Audit, Bank Audit

1. Central Excise and Service Tax

Authorised Certified filling Centre under ACE Project of Central Excise and Service Tax for filling of Central Excise and Service Tax Returns, New Registration, Alteration in Existing Registrations, Refund Claim under Central Excise and Service Tax

8. Arbitration

Attended arbitration proceedings and one of the mediator for conciliation proceedings

9. Other services

Trust Formation, Partnership Formation, Registration of Trust and Partnership, Rectification of Old Books of Accounts, FEMA Consultation

**Brief about the activities of the Firm**

The Firm gives consultancy services in various areas to various clients. It also has an association with Three chartered accountant firms on and successfully rendering various services to the clients the said firms.

In the initial years of the Firm, it was associated with Atul HMV and Associates, Chartered Accountants to carry out the internal audit of Ashapura Minechem Limited, a public listed Company and successfully rendered services for 4 years.

The firm also got international assignment from Sprukfield (UK) SA – a Company in Togo, Lome, West Africa for system development and implementation in TALLY ERP Software. The assignment was successfully completed by the firm.

The firm was appointed as mediator for conciliation and arbitration.

The firm rendered consultancy for Buy Back of Shares of a Private Limited Company. Appear before Company Law Board.

Few Cliental

Sprukfield (UK) SA – West Africa – International Client

Unitech International Limited

Yashvi Syntex Private Limited

Tourkraft Travels Priavate Limited

Cosmopolitan Education Society

Param Pujya Swami Gagangiri Maharaj Charitable Trust

M. L. Pemdse Foundation – Trust of Ex-Judge of Bombay High Court

Mayuresh Sahakari Pathpedi Limited

Kripa Electronics (India) Private Limited

Jay Gaskets Private Limited

Unitech International Limited

Kothari & Mehta, Chartered Accountants

Yogesh Shah & Co., Chartered Accountants

J L Bhatt & Company, Chartered Accountants

Canara Bank, Kakad Market Branch