



Kashif Khan

Semi Qualified Chartered Accountant

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New Delhi

SUMMARY

A dynamic and highly detail-oriented Semi Qualified Chartered Accountant with robust expertise in **Direct Tax Litigation, Compliance & Advisory**. Adept at **drafting legal submissions**, representing before tax authorities, managing **faceless assessments**, and securing favorable tax outcomes. Skilled in tax software and data tools, adding a tech-driven edge to tax operations.

EDUCATION

Course	Year	Institution	Score	Remarks
CA Final (Group-1)	2024	Institute of Chartered Accountants of India	50.33%	Exemption in Strategic Financial Management
CA Intermediate (Group-2)	2018	Institute of Chartered Accountants of India	55.67%	Exemption in Advanced Accounting
CA Intermediate (Group-1)	2016	Institute of Chartered Accountants of India	50%	Exemption in Financial Management
CA CPT	2013	Institute of Chartered Accountants of India	51%	Cleared in First Attempt
Senior Secondary (12th)	2013	Rockwood Senior Secondary School, Noida	85%	Class Rank: 1st
Secondary (10th)	2011	Rockwood Senior Secondary School, Noida	8.6 CGPA	Class Rank: 1st

WORK EXPERIENCE

Article Assistant - Direct Taxation

Aug 2018 - Jun 2022

Luthra & Luthra Chartered Accountants LLP

Appeals before the CIT(A) and ITAT

- Prepared **Form 35**, encompassing statements of facts and grounds of appeals.
- Drafted **submissions, synopses and assisted in presenting the case**.
- Handled **stay of demand** and extension of stay of demand.

Matters before Assessing Officer (AO)

- Prepared **technical submissions** for a spectrum of assessments, including **faceless assessments, TDS assessments, and re-assessments**.
- Drafted **letters in response to Income Tax notices**, managed matters involving **refund adjustment, demand, and penalties**.
- Prepared response against **summons received by the client**.
- Prepared submissions for **pending appeal effects, notices u/s 154/ 201(1)/ 271**, proceedings relating to obtaining **lower deduction certificate**.

Income tax and TDS Compliances

- Managed **ITR filings and tax computations** for clients, including **listed & unlisted entities, Partnership Firm, Charitable Trusts and Individuals**.
- Prepared and reviewed **TDS returns**, subsequent requisition of TDS certificates and **correction of TDS defaults/TDS demands**.
- Computed **deduction u/s 80JJAA** of the Income-tax Act, 1961.

E-filing of various form and Assistance in obtaining various Certificates

- Assisted in **obtaining registrations and approvals u/s 12AA/12AB and 80G** of the Income- tax Act, 1961.
- Prepared and e-filed **Form 15CB and 15CA certificates**, post-assessment of taxability and considering relief under respective DTAA, **Form 10DA (claim of deduction u/s 80JJAA)**, **Form 13** (Lower Tax Deduction Certificate), **Form 67** (claim of Foreign Tax Credit), **Form 61A** (Statement of Financial Transactions) and other ITR related forms.

SKILLS

MS Excel (Advanced) with AI

Power BI

MS Word

Webtel

Spectrum

CompuTax

Tally ERP

EXTRA-CURRICULARS ACTIVITIES AND ACHIEVEMENTS

- Awarded certificate of excellence for **best performer** during **Articleship** period.
- Awarded **academic and debate excellence award** by Late CM **Mrs. Sheila Dixit**.
- Participated in various **inter school debate** competitions.