



Chartered Accountants Association, Ahmedabad



FOR THE MODERN CA OFFICE

A Practical AI Workshop for Office Staff



TIME: 4 PM - 6 PM

TOPIC

FACULTY

22nd June
2026 | MON

Building AI-Powered CA Office Workflows

Custom GPTs, knowledge bases, task automation, document workflows, client communication workflows, standardisation and process efficiency.

CA Punit Harwani
Ahmedabad

23rd June
2026 | TUE

Microsoft 365 & AI Productivity Tools

Excel, Word and Outlook with AI, meeting notes, drafting, formatting and summarisation

CA Mitt Patel
Ahmedabad

24th June
2026 | WED

Ethical & Secure Use of AI in CA Offices

Confidentiality, client data protection, responsible prompting, AI governance, compliance and privacy practices

CA Panav Vyas
Ahmedabad

25th June
2026 | THU

AI in Ledger Scrutiny & Data Analysis

Ledger verification, narration analysis, duplicate entry detection, anomaly identification, Excel and AI workflows

CA Kaival Shah
Ahmedabad

29th June
2026 | MON

Claude Projects & AI Assistants for CA Offices

Claude Projects, document analysis, client communication, SOP creation, knowledge bases, recurring office tasks and AI-assisted workflows

CA Pruthvi Mehta
Ahmedabad

 **Chartered Accountants Association,**
201, 2nd Floor, Darshak,
14/A Swastik Society, Opp. Shrey Hospital,
Navrangpura, Ahmedabad



FEES: Series Registration:

₹1500/-

For Individual Session:

₹500/-

SCAN HERE



Link: <https://tinyurl.com/CAAA-AIWorkshop>

CA members can send their Office staff to this Workshop. It is restricted to Office staff only.

For Information & Technology Committee

CA Zalak Parikh
Chairperson

CA Labdhi Shah
Convener

For Chartered Accountants Association, Ahmedabad

CA Dr Anjali Choksi
President

CA Sulabh Padshah
Hon. Secretary

Connect with CAA, Ahmedabad :



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