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| 6.25L  MANISH PANJWANI  **Email**  mailto:[manishpanjwani91@yahoo.com](mailto:manishpanjwani91@yahoo.com)  **Contact No.**  +91-8097296930  +91-9462968792  **Permanent Address**  2-F-20,  Vigyan Nagar,  Kota, Rajasthan  Pin-324005  **Present Address**  8th floor,  Brisa Marina Building,  Khar (West), Mumbai  Pin-400052  **Date of Birth**  23 August, 1991  **Linguistic Proficiency**  English, Hindi & Sindhi | CAREER OBJECTIVE   * To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.   EDUCATION   |  |  |  |  | | --- | --- | --- | --- | | **Professional Qualification** | **Institution** | **Year** | **Percentage** | | CPT | I.C.A.I. | June 2009 | 86.50% | | IPCC  *(First Group)* | I.C.A.I. | May 2010 | 75.00% | | IPCC  *(Second Group)* | I.C.A.I. | Nov 2010 | 66.00% | | CA. Final  *(First Group)* | I.C.A.I. | May 2013 | 58.00% | | CA. Final  *(Second Group)* | I.C.A.I. | Nov 2013 | 57.00% | | CS Executive | I.C.S.I. | Dec 2013 | 55.83% | |  |  |  |  | | **Academic Qualification** |  |  |  | | Secondary | R.B.S.E | 2007 | 86.17% | | Senior Secondary | R.B.S.E | 2009 | 90.62% | | B.Com.  *(First Year)* | Kota University | 2010 | 69.17% | | B.Com.  *(Second Year)* | Kota University | 2011 | 68.00% | | B.Com.  *(Third Year)* | Kota University | 2012 | 67.00% | | M.Com. (Prev.) | Kota University | 2014 | 70.25% |   PROFESSIONAL EXPERIENCE   * **SAP FI Consultant** TATA Consultancy Services Limited   Period: May 26, 2014 to Present   * Got Training on SAP FI & CO Module * Currently working on a support project with FI team * **Industrial Trainee** *SBI Life Insurance Co. Ltd.*   Period: Oct 1, 2012 to Jan 27, 2014   * Done a major work in Financial Reporting * Assisting in preparation of Notes to accounts, Annual report, Website disclosure as per IRDA Guidelines, Accounting Standards Compliance |

* Expenses scrutiny and variance analysis
* Detailed study and comments on exposure draft of IFRS-4
* Reconciliation of various ledger A/c’s
* Ageing Analysis
* Various presentations (Audit committee presentation, presentation for nomination in various awards, presentation on major changes in companies bill,2013)
* Consolidated financial statements, FINCON Return

* **Article Assistant** *M/s B Vishal & Co. , Kota*

*Period: Aug 11, 2010 to Sep 28, 2012*

* **Statutory and Tax Audit :-**
* Compliance with requirement of Revised *schedule VI* of the Companies Act, 1956
* Compliance with Accounting Standards
* Preparation and Filing of Tax Returns for Companies, Partnership firms, Trusts, Individuals and HUF’s etc
* Service Tax and TDS return preparation and filing

### Internal Audit :-

* Preparation of Audit Plan and ensure completion of the same within the time
* Analysis of Revenue Booking System
* Analysis of Stock and Stores

### Bank Audit :-

* Statutory Branch Audits*(Punjab National Bank)*

### Practical Exposure :-

* Working knowledge of *MCA* (annual returns of companies)
* Proficient in working on Internet & Online filing of Returns

ACHIEVEMENTS AND AWARDS

* Kota Topper in IPCC 1st group
* Passed CPT, IPCC, CA. Final in *First attempt*
* Got 17th *Rank* at State Level in Class XII
* Got Scholarships*/*Fees Concession on performance basis in School
* Taking effectively part in all activities

COMPUTER SKILLS

* Computer basics awareness
* MS office: Power point, Word and Excel
* Working knowledge of software packages such as TALLY & SAP.

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I hereby declare that the information given above is correct to the best of my knowledge.

Date:

Place: [MANISH PANJWANI]

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