

SURAJ KUMAR

MALE, DOB: JUNE 17TH, 1999

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CAREER OBJECTIVE

Being a newly qualified **Chartered Accountant**, I am seeking a position in a dynamic organization where I can launch my career, develop a strong skill set and contribute to the company's success by learning and growing within the organization.

ACADEMIC RECORD

Degree	Institute	Marks	Year of passing
CA Final (Both Groups)	Institute of Chartered Accountants of India	317/600	May' 2025
CA Inter (Group 2)	Institute of Chartered Accountants of India	225/400	July' 2021
CA Inter (Group 1)	Institute of Chartered Accountants of India	219/400	Nov' 2018
CA CPT	Institute of Chartered Accountants of India	109/200	June' 2017
I.Com	Ramkrishna Dwarika College, Patna (B.S.E.B)	349/500	2017
10 th	Ishan International Public School, Patna (C.B.S.E)	8.8/10	2015

ARTICLESHIP RECORD

(3 YEARS)

Firm - Chanakya Ashok & Co. (Patna, Bihar)	Jan 2020 - Jan 2023
Experiences	<ul style="list-style-type: none">Conducted Statutory Audit of below mentioned organizations, ensuring compliance with the AS and regulations like TDS, GST and analyzed process control thoroughly which will have impact on the financial statements and verified the assertions.<ul style="list-style-type: none">Panchayati Raj Dept., Bihar.State Bank of India, Patna.Uttar Bihar Gramin Bank, Bihar.Bihar Rural Livelihood Promotion Society, Bihar.Garden Reach Shipbuilders & Engineers Ltd., Ranchi.Conducted Internal Audit of below mentioned organizations, ensuring compliance with the organization's SOP and analyzing the controls of the company, testing the procedures and suggesting the measures to improve the performance of the company.<ul style="list-style-type: none">NGOs funded by ITC (under CSR Activity).Urban Development and Housing Dept., Bihar.Rural Works Dept., Bihar.Rural Development Dept., Bihar.Conducted Stock Audit of below mentioned organizations, including surprise audits ensuring proper compliance of the organization's SOP and verifying the assertions for the assets while taking appropriate samples into consideration.<ul style="list-style-type: none">Central Coalfields Limited.Indian Tobacco Company.Bihar Rural Livelihood Promotion Society, Bihar.BATA.Reliance Jio.Conducted Central Statutory Audit of Uttar Bihar Gramin Bank, Bihar ensuring compliance with the Bank's norms and related rules and regulations and reported the loopholes found during the audit.Conducted Tax Audit of Pvt. Hospitals.Conducted Concurrent Audit of IDBI Bank ensuring proper verification of the customer's loan documents and their projected financial statements.

COMPUTER SKILLS

Proficiency in:	<ul style="list-style-type: none">Word Processing using MS Word, Data analysis using MS Excel with AI, Data Presentation using MS Powerpoint, Email communication and Cloud computing using MS Teams, G Drive.
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CERTIFICATIONS

- Advanced MS Excel with AI.
- Data Analytic and Presentation using Power BI.

OTHER ACTIVITIES

- Served as a **State Secretary** of Student's wing and **District Secretary** of Youth's wing of a National Political Party.