

CA. Ashish Kumar Singh

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CURRICULUM VITAE

Professional Summary	Experienced professional in Financial Accounting and Auditing for both PSU and private sector entities, now looking for an opportunity to start the career as a Chartered Accountant.			
Professional Qualification	Particulars	Year of Passing	Marks	Details
	CA Final Group II	May 2025	150/300	-
	CA Final Group I	Nov 2024	200/300	Got exemption in all three subjects i.e. AFM (78), FR (62) and Audit (60).
	CA Inter Group I	May 2018	244/400	Got exemption in Accounts (71), Taxation (70), and costing & FM (61).
	CA Inter Group II	Nov 2017	150/300	Got exemption in Advanced Accounts (68).
Academic Qualification	CA CPT	June 2016	116/200	-
	Particulars	Year of Passing	Marks	Details
	B.Com.	2021	876/1900	-
	Senior secondary	2016	459/500	Got 8th rank in Jaipur
Experience	Secondary	2014	430/600	-
	Firm Name: - M/s J N GUPTA & Co LLP. - Worked as an Audit Assistant in Mumbai Head office. (July 2023 to May 2024) - Worked as an Audit Assistant on Freelancing basis in Jaipur Office. (Sep 2021 to June 2023) - Completed 3 yrs Articleship in Jaipur office. (Aug 2018 to Aug 2021)			
	- Statutory Audit - Internal Audit - Concurrent Audit - Income Tax - GST - Financial Accounting			
Key Assignments	Name of the Organization	Nature of the assignment	Key Responsibilities	
	NHM, Maharashtra	Covid Special Audit	<ul style="list-style-type: none"> - Participated in pre-bid and technical bid meetings to represent the Firm. - Coordinated with the Auditee Head to plan and finalize the Audit schedule through telephone and email communications. - Reviewed the utilization of Rs. 2616.03 Crore disbursed across various districts, ensuring compliance with guidelines and verified proper authorization. - Drafted Audit reports for selected districts and reviewed reports prepared by others of our teams prior to submission to the Auditee Head. - Identified and reported discrepancies, particularly in the procurement system. 	
	JNPT, Mumbai	Special Audit	<ul style="list-style-type: none"> - Conducted scrutiny of BMCTPL's (the concessionaire) revenue amounting to Rs. 1102.02 Crore from sources such as ship berthing, container storage, penal charges etc. to verify compliance with the concession agreement. - Reviewed monthly revenue-sharing calculations to identify and report any discrepancies, including shortages or excesses. 	
	Port Authority, Mumbai	Special Audit	<ul style="list-style-type: none"> - Verified lessee-wise rent escalation calculations performed by the Port Authority (lessor) for accuracy and compliance; recommended necessary adjustments and advised on corresponding financial debit or credit note entries. 	
	- NHM, Karnataka - Sambhar Salts Ltd.	Statutory Audit	<ul style="list-style-type: none"> - Reviewed tender documents to check compliances. - Inspected budget details, cash books, expense vouchers, and quotation procedures for various program expenditures. - Verified proper deduction of TDS under Sections 192, 194C, and 194J of the Income Tax Act, 1961. - Assessed obligations under the GST Reverse Charge Mechanism (RCM). - Prepared GST reconciliation statements to ensure accuracy between books of accounts and GST returns. 	
	- NHAI(PIU cochin, Mangalore, Ramanagara, Bharuch)	Internal Audit	<ul style="list-style-type: none"> - Inspected books of accounts to ensure accuracy, completeness, and adherence to the applicable guidelines. - Reviewed progress reports submitted by the Independent Engineer for respective projects to assess alignment with contractual and financial milestones. - Verified statutory deductions under the Income Tax Act, 1961 for compliance and correctness. - Prepared detailed Audit reports and discussed key findings. 	

	<ul style="list-style-type: none"> - Coal India Ltd. (Margherita, Assam) - BSNL(Kerala) - NTPC (Surat, Solapur) - RMSCL - Fraser Suits, New Delhi 	Internal Audit	<ul style="list-style-type: none"> - Extracted and analysed various financial reports from the SAP system. - Reviewed tender documents for services including vehicle hire and advertisement to ensure compliance with the procurement policies. - Examined purchase orders and supplier quotations for accuracy and proper authorization. - Inspected expense vouchers to validate legitimacy and documentation of expenditures. - Verified deductions under the Income Tax Act and reviewed GST compliance under the Reverse Charge Mechanism (RCM). - Prepared GST return reconciliations to ensure consistency between records and filed returns. - Conducted physical verification of equipment and medicine stock. - Checked compliance with fire safety regulations by verifying timely refilling of hotel fire extinguisher.
	<ul style="list-style-type: none"> - Axis Bank Currency Chest, Ahmedabad 	Chest Audit (Concurrent)	<ul style="list-style-type: none"> - Verified adherence to applicable compliances by the chest operations. - Audited physical cash deposits/withdrawals averaging Rs. 40 Crore per day to ensure accuracy and control. - Inspected over 15 Cash-in-Transit (CIT) vehicles deployed by various agencies to confirm compliance with operational and security guidelines. - Prepared detailed Audit reports.
	<ul style="list-style-type: none"> - NTPC (Kawas, Surat) 	Stock Audit	<ul style="list-style-type: none"> - Conducted physical verification of 9000+ store and spare inventory items to ensure accuracy with book records. - Prepared verification report and discussed key findings and discrepancies with the concerned officer for necessary action.
	<ul style="list-style-type: none"> - Kotak Bank, Mumbai - Saraswat Bank, Mumbai 	Stock Audits of bank borrower accounts across diverse industries, including Medical, Chemical, Diamond, and Paper Manufacturing	<ul style="list-style-type: none"> - Conducted physical verification of inventory for multiple borrowers, including one with stock valued at Rs. 44.24 Crore and others averaging Rs. 6 Crore each. - Analysed ageing reports of debtors and creditors to assess recoverability and payment cycles. - Performed sales reconciliation to ensure consistency between books of accounts and reported sales. - Reviewed sanctioned credit limit typically Rs. 5 Crore per borrower, with one exception at Rs. 39.76 Crore and calculated Drawing Power (DP) accordingly. - Prepared detailed Audit reports and discussed key findings with the borrower.
	<ul style="list-style-type: none"> - Shipping Corporation of India, Mumbai 	Tax Audit	<ul style="list-style-type: none"> - Filled various forms of returns i.e. Form 3CA, 3CD (Tax Audit Forms) and Form 3CEB (International Transfer Pricing). -
Technical Skills	<ul style="list-style-type: none"> - Completed 30 Days ICAI ITT and advanced ITT training under ICAI training centre. - Microsoft Excel: - Basic to advance excel functions such as VLOOKUP, Pivot Table, Macro, VBA etc. - Microsoft Word & Email: - Drafted reports and formal correspondences. - Software: - Tally, BUSY, Spectrum (Income Tax/TDS) and SAP, PFMS, PRADIP (Used to extract various reports during the Audit). 		
Communication Skills	<ul style="list-style-type: none"> - Verbal: - Participated in pre-bid/technical bid meetings and Audit discussions. - Written: - Drafted reports, Audit queries, letters, and client communication. 		
Leadership Skills	<ul style="list-style-type: none"> - Throughout the Audit experience, I have taken initiative to led the team whenever the opportunity arose. 		
Certifications & Courses	<ul style="list-style-type: none"> - SEBI Investor Awareness Test: - NISM (Valid until June 7, 2027) - 10+ Hrs MS Excel Masterclass from THINKING BRIDGE. - 20+ Hrs AI & ChatGPT Finance Masterclass from THINKING BRIDGE. Learned practical use of ChatGPT, Copilot, Grok, Gemini etc. in the finance. - 15+ Hrs Financial Modelling & Valuation Masterclass from THINKING BRIDGE. During the course, I learned to apply valuation techniques on real-world companies like Eicher Motors, Airbnb, and Uber, which made the learning experience highly practical and insightful. I have gained a strong understanding of various valuation methods, including DCF (Discounted Cash Flow), Comparable Company Analysis using valuation multiples, SOTP (Sum of the Parts) valuation and Holding Company Discount valuation etc. - 25+ Hrs Financial Planning & Analysis (FP&A) Masterclass from THINKING BRIDGE, in which I learned about Financial Planning, Budgeting, Forecasting, Variance Analysis and an introductory understanding of FPA tools like Anaplan, unit4. 		
Ongoing Certifications & Courses	<ul style="list-style-type: none"> - 16+ Hrs Power Bi, Alteryx, Python and SQL from THINKING BRIDGE. 		