

# SHIVAM KUMAR

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## EDUCATIONAL QUALIFICATIONS

Examination	Institution	Year	Marks (%)	Remarks
CA Final	ICAI	2025 (May)	342/600 (57.0%)	First Attempt (Exemption in FR, AFM, and DT)
CA Intermediate		2021 (Dec)	421/800 (52.6%)	First Attempt (Exemption in Cost and Law)
CA Foundation		2020 (Dec)	234/400 (58.5%)	First Attempt (Exemption in Economics)
B.COM	IGNOU	2025	894/1600 (55.9%)	
Senior Secondary	CBSE	2020	409/500 (81.8%)	
Secondary		2018	403/500 (80.6%)	

## WORK EXPERIENCE

### **ITC Limited, Kolkata (Nov 2023 – Mar 2025): Industrial Trainee – Corporate Finance (Planning) Department**

- Involved in preparation of comprehensive **Business Evaluation Report** (Business Planning) as a part of the Annual Business Plan analysing key performance indicators, industry trends across major divisions.
- Assisted in **review** of periodical business performance and **Cost Variance analysis** of NTO, Contribution & PBIT vis-à-vis subsequent period, last year, and plan period.
- Prepared periodic **Invest-Track Reports** to present Shareholding pattern among various institutions, also providing key insights for Investor meetings.
- Performed **Variance Analysis on Line items of P&L** such as Other Expenses, Other Income, Depreciation; and analysed **key reasons** of variances at both Division and Company Level.
- Helped with the analysis of market trends using third party data (**Nielsen and HHP**).
- Aided in performing **comprehensive competitive analysis** by tracking key performances, evaluation of market Share and future expansion programs using published financial data and transcripts.
- Prepared **New Launches Tracker** of key products demonstrating their performance trends over the period.
- Prepared and presented financial data into varied **charts** types (Waterfall, Bubble, Bar, Line, Combo, Hockey Stick) and **reports** to facilitate **trend analysis** for executive-level presentations.

### **Rakhecha & Co, New Delhi (Mar 2022 – Nov 2023): Article Assistant – Mixed Exposure**

- Conducted **Internal Audits** covering various areas including P2P, O2C, H2R; plant visits, and preparation of Internal Audit Report for Chemicals & Plasticizer (t/o more than **1600 cr.**); and Packaging Industry (t/o more than **1100 cr.**).
- Verification of **Standard Operating Procedure (SOPs)** against company processes for controls and tested key controls to ensure risk mitigation and regulatory compliance.
- Prepared **Risk Control Matrix (RCM)** for various processes, which guided the subsequent audit activities.
- Individually handled **GST audits** (Form 9 and 9C) of clients having turnover upto 1400 cr., Identified and resolved discrepancies in records, ensuring proper filing of returns within deadline.
- Preparation and finalization of **Financial Statements** in accordance with applicable accounting standards and financial reporting framework applicable to the company.
- Assisted in various **Statutory Audit** and **Tax Audits** of clients across manufacturing & trading concerns, trusts, and NBFCs as per applicable standards on auditing.
- Filed **TDS Returns** (Form 24Q, 26Q, 27EQ) and **Income Tax Returns** for a diverse portfolio of clients, including individuals, firms, trusts, and companies.
- Performed **Stock Audit** including verification and valuation of closing stock, and preparation of stock audit report.

## SKILLS

- Completed **Diploma in Computer Application (DCA)**and **Diploma in Advanced Accounting (DAA)**.
- **Certification:** Power BI and Tableau for Data Visualization (Udemy); Financial Modelling Club (Skill 91)
- Worked on Data analytics tool like **Tableau** for the extraction and analysis of data.
- Proficient in **Accounting software** like Tally (ERP 9 & Prime), Busy, ERP (Flexibiz), SAP (FICO: Audit Purpose Only), and used Return Filing Software (**Compu-office**).
- Advanced knowledge of Microsoft Suite: **MS Word, MS Excel, MS PowerPoint;** and **Power BI**.
- **Soft Skills:** Communication, Teamwork, Attention to Detail, Problem- solving attitude, Active listener.

## PERSONAL DETAILS

- **Date of Birth:** 29<sup>th</sup> May, 2003
- **Language known:** English and Hindi