

# Navneet Kumar

Chartered Accountant

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## EDUCATIONAL QUALIFICATIONS

COURSE	INSTITUTION	YEAR	PERCENTAGE	REMARKS
CA Final	ICAI	MAY 2025	52.83%	
CA Inter	ICAI	NOV 2020	54%	Exemption in Accounts, taxation & Advance Accounts
CA CPT	ICAI	DEC 2014	60.50%	Scored 60% & above marks in Law & Economics
B.COM (HONS.)	St. Xavier's College, Ranchi	2014-17	69.44%	Honors in Accountancy
CLASS XII (CBSE)	DAV Public School, Ranchi	2014	79%	
CLASS X (CBSE)	S.B.M, Ranchi	2012	8 CGPA	

## WORK EXPERIENCE

**Audit Associate at Praveen sp gupta & co.**  
(Renowned CA Firm in Ranchi)

July 2022 – Mar 2025

## ARTICLESHIP EXPERIENCE

**Articled Assistant at S.N Rajgaria & co.**  
(Leading CA Firm in Ranchi with 5 branches and 100+ employees)

Feb 2020-Apr 2022

**Articled Assistant at R Kaushal & Associates**

Feb 2019 – Jan 2020

## Auditing & Assurance

- Involved in analysis of draft **financial statement** and ensured compliance with applicable **financial reporting framework and statutory compliance (like Schedule III, CARO)**
- Conducted **statutory Audits** of clients from different sectors including government, retail, construction, service sectors and prepared **audit reports** and contributed to the **completion** of various **audit engagements**.
- Executed **Stock Audit** of various industries such as Pharmaceuticals, consumer goods, food products etc and conducted **limited Reviews** of the same.
- Conducted **control self-assessments** and coordinated with internal audit teams to **ensure effective and efficient** testing of processes.
- Prepared **comprehensive audit workpapers** reports and documenting audit procedures and findings in an organized manner.
- Executed **concurrent Audit** of Bank of India & conducted chest verification Process in UCO bank Ranchi.
- Led a team of 5 members for statutory audits of a corporate client and handled overall audit work and **compliances including project planning, work allocation and Audit documentation**.

## Taxation

- Prepared and filed 150+ **income tax returns** for diverse client bases of amount ranging up to INR 5 crores of total income.
- Executed **Tax Audit** including companies, partnership firms & proprietorships and prepared **tax audit reports**.
- Handled filing of **GST Returns** including **GSTR 3B, Annual Return GSTR 9** and reconciliation statement **GSTR 9C**.
- Involved in preparation of tax reconciliations including **Input tax credit reconciliation with GSTR 2B** and **electronic credit ledger** with books of accounts and performed **GST Audits** of a diverse client base.
- Assisted clients on **compliance with GST regulations** which involved diligently calculating output tax payable, optimizing input tax credit (ITC) utilization.

## Miscellaneous

- Assisted in preparation of **Books of Accounts & Financial Statement** as per AS & Schedule III including cash flows of corporate entities.
- Prepared **Project Finance Reports** Monitoring Arrangements to support Funding requirements for business expansion, highlighting financial viability and repayment capacity
- Drafted **estimates and projected financial statements** to support working capital funding proposals and streamlined loan approval process.

## SKILLS, EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Excellent **communication and interpersonal skills**, enabling effective collaboration with diverse stakeholders
- Mentored 10+ high school students on **career guidance** with 5 mentees choosing to pursue a degree in finance.
- Directed a team in a **literacy project** that raised INR 80000 for underprivileged children's educational resources.

## CERTIFICATIONS

- Integrated Course and Advanced Integrated Course** on Information Technology and Soft Skills – Information Technology (ICAI)
- Integrated Course and Advance Integrated Course on Information Technology and Soft Skills – **Orientation Course (ICAI)** and **Management and Communication Skills training (ICAI)**

## COMPUTER PROFICIENCY

- MS Office Suite – Proficient in **MS Excel MS Word & MS PowerPoint**.
- Tally ERP, Exceed Software, spectrum**.
- Ai Tools- Chat GPT,, Claude,Gemini,Deep Seek

## OTHER ACCOLADES, HOBBIES & INTEREST

- Travelling, exploring new places, Playing Cricket.
- Network & Communications, Learning & experiencing.