PRANSHUJAIN

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DoB:22ndMarch 1992

One and a half years of experience in both professional accounting and internal auditing functions; possess fundamental knowledge of accounting and auditing practices, having worked for various clients in different locations in India. Capable of delivering time bound high performance in multi-cultural high growth business environments.

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| **PROFESSIONAL EXPERIENCE** |

RAM KUMAR GUPTA & ASSOCIATES Kanpur

Audit Intern Mar’14 to Present

* Conducting tax audits for various private companies, partnership firms and individuals.
* Successfullyexecuted audit and accounting activities such as vouching, verification, preparation of balance sheet, preparation of statutoryreports, ledger scrutiny.

P.L.TANDON & CO. Kanpur

Audit Intern Jun’13 to Mar ’14

* Professional client liaison expertise proven during Internshipwhen explaining audit procedures and requesting necessary information.
* Effective negotiation capabilities demonstrated in customer service role when responding to customer complaints.
* Executed audit and accounting activities such as vouching, verification, preparation of balance sheet, preparation of statutoryreports, ledger scrutiny.
* Preparation of Non-PerformingAssets (NPA) of banks and other bank reports while being solely responsible for performing audit procedures on selected client accounts.
* balance sheet, preparation of statutoryreports, ledger scrutiny.

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| **ACADEMIC QUALFICATIONS** | | | |
| 10th, ICSE | SARJ School, Kanpur | 2008 | 83.80% |
| 12th, ICSE | SARJ School, Kanpur | 2010 | 73.80% |
| CPT | ICAI | 2010 | 53.50% |
| IPCC | ICAI | 2012 | 51.75% |
| B.Com | DBS College, Kanpur | 2013 | 57.30% |

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| **TRAININGS/SKILLS** |

* Successfully completed Information Technology trainingconducted by ICAI.
* Successfully completed General Management and Communication Skills training conducted by ICAI.
* Proficient user of Microsoft Office (PowerPoint, Word, Excel).

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| **CO-CURRICULAR INTERESTS** |

* Avid quiz player having won various college and school level events.
* Strong oratory skills developed through regular participation in debates and elocution competitions.
* Active member of LIONS CLUB INTERNATIONAL, Kanpur.
* Demonstration of strong interpersonal skills in volunteer roles and other extra-curricular involvement as the founding member of Kanpur Youth Welfare Association.