

## CURRICULUM VITAE

**Name** : Sanjaykumar M Khatri (Inter C.A., B.Com.)  
**Current Address** : Room no 23, Bhavsar Hostel,  
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### **CAREER OBJECTIVE:**

"To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization/MNC with devotion and hard work."

### **SKILLS & ACCOMPLISHMENTS:**

- Quick Learning, Believe in Perfection.
- Handling of work independently
- A self confident, self motivated person who believe in smart work.
- Problem Solution Attitude.

### **PROFESSIONAL QUALIFICATION:**

EXAMINATION	MONTH - YEAR	INSTITUTE	MARKS ( % )
C.A - FINAL	NOV -2017	ICAI	Result Awaited
C.A - IPCC	NOV – 2013	ICAI	50.57
C.A - CPT	JUNE– 2012	ICAI	55

### **ACADAMIC QUALIFICATION:**

EXAMINATION	MONTH – YEAR	BOARD/UNIVERSITY	MARKS ( % )
B.Com(all semester combine result)	APRIL – 2014	Gujarat Uni.	59.33
XII std.	MARCH – 2011	GSHSEB	73.85
X std.	MARCH – 2009	GSHSEB	72.46

**PROFESSIONAL EXPERIENCE:**

- I had completed article ship as an Article Assistant at M/s. P Mehta & Jain, Chartered Accountants Firm from February- 2015 to February - 2017.
- Previously working as an Chartered Accountant with the chartered accountant firm (I.e. M/s. P K Ajmera &Co.) from February- 2014 to February-2015.
- I had handled major works such as Internal Audits, Tax Audits, Stock Audits, Government Audits and Statutory Audits in that firm.

**WORK EXPOSURE:**

- Handled independently Service Tax Related work assignment such as computation, Return Filling and working on CENVAT credit.
- Compliance of filing of ROC forms, annual filing of accounts of company. and incorporation of company related work Etc
- VAT Audit, filing of VAT Returns, TDS Calculation and E-TDS Return.
- Conducted Physical verification of Inventories, Fixed Assets and its reconciliation with accounts which resulted into proper tagging of assets movements, cost control, efficient management control and timely reporting.

**COMPUTER SKILLS:**

- Exposure to various Accounting Packages viz. Tally (Latest Version), and other Packages such as Genius, Master etc.
- Undergone 100 hours of Information Technology Training Course conducted by ICAI which includes Basics of Computer, Microsoft Tools, and Tally.

**PERSONAL INFORMATION:**

Date of Birth : 15<sup>th</sup> December , 1993.  
Address : As Above  
Languages Known : Gujarati, Hindi and English

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

**Place: Ahmedabad**

**Sanjaykumar M Khatri**