

CURRICULUM VITAE



ROHAN KATIYARE

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Address:

- **AHMEDABAD (GUJARAT):-** 1/A, Ashwamegh Society, Nagarwell Hanuman, Satyam Nagar, PIN-380023.
- **BHOPAL (M.P.):** - DK-3/127-A, Danish Kunj, Kolar Road, PIN-462042.

Professional Synopsis:

- A skilled professional with over 6 years of experience in known companies and ensure compliance with the applicable accounting policies.
- Prepare/review journals, returns and possess in-depth understanding of various assignments.
- Be a team player in supporting the planning and forecasting team activities wherever applicable.

Organizational Experiences:

Current Organization's Working Profile: -

Working as a Senior Accounts Executive with "Apollo Hospitals International Limited (Gandhinagar)" since 1st August 2022.

Previous Organization's Working Profile: -

Worked as a Senior Accounts Executive with "HK Krishi Suvidha LLP from April 2019 to 15th July 2022. It has many more concerns like 'Hk Krishi Mart Private Limited', Jetaa Seeds Pvt. Ltd. This Company is engaged in trading of fertilizers, pesticides, insecticides, etc. It is incorporated in January '19 and registered at ROC Pune.

- Taking care of Bank transactions by using an accounting tool named "Gofrugal Software".
- Reconciliations of Inter Branch Transactions i.e Purchases & Sales, etc.
- Direct Interaction with the vendor parties in case of any issue related to the reconciliation of Accounts Statements.
- Monthly Excel Working for GSTR-1 and GSTR-3B.
- Monthly TDS/TCS Working and TDS/TCS Challans, Quarterly TDS/TCS returns.
- Scrutiny of Accounts on timely basis to maintain the Accounts proper.
- Supervising junior accountants and monitoring their work daily.

Worked as an Accounts Executive in "M/s Attractive Automobiles", Bhopal from July 2016 to March 2019. This Organization is a Main Dealer of TVS Two-Wheelers Vehicles and also engaged in selling Accessories.

- Reconciliation of ledger accounts statement with Creditor's accounts statement.
- Working experience on GST based calculation.
- Responsible for maintaining the entries of Purchase & Sales of Two-Wheeler vehicles.
- Dealing with the Auditors and get back to the audit queries within a time frame.
- Prepared rectification of various accounts if any query received during Scrutiny of Accounts, etc.

Worked as an Internal Auditor in "Indus Builders & Developers Universal Pvt. Ltd", Bhopal from June 2014 to February 2016. This company was involved in construction of Housings.

- Checking of Day Book on daily basis to keep an internal control.
- Physical Verification of Cash randomly twice in a week along with the registers every fortnightly maintained at office.
- Site audit at various sites in Bhopal, Indore, Agra & Jabalpur, etc.
- Preparing Internal Audit Report on various point on the basis of Scope of the Company if any discrepancies found.

Articleship Experience:

Completed 3 years of Articleship training from February 2008 to February 2011 as follows:

- Natvarlal Vepari & Co., Chartered Accountants Firm, Mumbai (Maharashtra), for 1 year & 8 months.
- Hanshmukh Kothari & associates, Chartered Accountants, Bhopal (M.P.), for 1 year & 4 months.
 - Statutory audits, internal audits, Accounting of various MNC, Stock Verification, etc.
 - Audits include the audit of various Limited Cos., Schools, Colleges, etc.
 - Some of the company's names are:
(Gammon India Ltd, IPCA Laboratories Ltd., H & R Johnson India Ltd., Prism Cement Ltd., Madhuban Drums & Barrels, etc.)

Skills:

- Handling internal audits independently and interacting with top management regarding the Internal control system of the company and providing regular suggestions in order to improve their internal control & statutory compliance.
- Preparing action plans for the work allotted.
- Audit report submission.
- Working knowledge in excel, accounting software like Tally, Gofrugal etc.

Academic and Computer Skills:

- CA Inter: Qualified in Nov 2007(Articleship completed in year 2011)
- B.Com Computers regular from Extol college, Barkatullah University, Bhopal – 2005
- H.S. (Mathematics & Science) from Anand Vihar School, Bhopal. (M. P Board) – 2002
- High school from Anand Vihar School, Bhopal. (M. P. Board) – 2000

Achievements:

- Appreciate for completion of assigned task on timely basis.
- Achieved 1st price in Athlete and Sports.
- Actively participated in curriculum activities in Schools, Offices apart from studies and assigned jobs.
- Obtained prizes for dancing and project presentation in college.
- Appreciated in every company for my hard work and dedication and acknowledged with quarterly awards & recognition by my managers.

Strengths:

- Adaptable & quick learner
- Team leader quality, hard working
- Objective oriented, punctuality

Personal Details:

- Date of Birth - 17th May 1984
- Fathers Name - Shri Kishore Kumar Katiyare
(Occupation: Government Service in Bhopal)
- Marital Status - Married
- Language - English, Hindi, Gujarati
- Hobbies - Dancing, Watching movies, Athlete.
- Preference of Location - Anywhere in India & Abroad

I hereby declare that the information given above is true to the best of my knowledge and belief.

Thanks & Kind Regards,

Rohan Katiyare