

CURRICULUM VITAE

CA Arun Jain

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SUMMARY

A dedicated professional and Chartered Accountant possessing extensive experience of over 3.5 years (Including 3 years internship) having exposure in internal audit and Statutory Audit, accounting, and tax audit, Direct tax and indirect tax and handling TDS related matters and assisted in the work of stock audit.

CAREER OBJECTIVE

- To pursue a dynamic and challenging career with an organization, in a way that gives value addition to the organization as well as offers opportunities to enhance professional skills.
- To continuously sharpen skills, update knowledge base and acquire a strong foundation for scaling greater heights in future in the global profession, and add value to the organization vide sound, comprehensive and innovative research
- To perform the assigned work with responsibility to make value addition to my growth and that of an organization.

CORE COMPETENCIES

Accounting

Finalization of financial statements

Auditing (Internal and Statutory)

Taxation

SAP

WORK EXPOSURE

Currently working at Sharp & Tanaan Associates as senior auditor in Internal Audit since July 2018

Key Clients	Audit Areas
Gujarat Heavy Chemicals Limited	<ul style="list-style-type: none">• Fixed asset-capitalization of fixed asset, physical verification.• Review of Repairs & Maintenance- Review of SAP – PM module and its usage, Maintenance schedule vs actual maintenance.• Review of scrap management- Scrap generation/segregation/ transfer to store.• Statutory compliance. – GST, TDS, PF tax.
Elsamex Maintenance service Limited	<ul style="list-style-type: none">• Statutory compliance. – GST, TDS, PF tax.

Gujarat Road and Infrastructure Company Limited.	<ul style="list-style-type: none"> • Toll operations- Inventory • Cash handling & Deposition • Fixed assets • Direct and indirect taxation • Human resource & administration • Related party transactions
Agrocel solution private limited	<ul style="list-style-type: none"> • Inventory management • Compliances of previous period reports • Review of Production - Record maintenance, input-output norms & efficiency.

Article Assistant at CA Ratan Lal Garg & Associates, Sri Ganganagr From March 2013 to March 2106

Statutory Audit	<ul style="list-style-type: none"> • Preparation of Audit program of various clients based on client's profile • Finalization of Accounts. • Vouching of Purchase and sales & Expenses. • Verification of Statutory Compliance. • Reviewed the stock taking function of CVG, Pune. • Ledger Scrutiny and Balance Sheet Finalization. • Performed the vouching of transactions based on sampling done for the audit of trust.
Tax Audit	<ul style="list-style-type: none"> • Vouching & Verification. • Preparation of 3CA, 3CB, 3CD Reports of various clients.
Tax Compliance	<ul style="list-style-type: none"> • e-Filing of TDS returns

PROFESSIONAL & ACADEMIC CREDENTIALS

Qualification	Institution	Level	Group	Percentage / Marks	Year
Chartered Accountant	ICAI	Final	I	57.75%	2018
			II	51.5%	2017
		IPCC	I	56.5%	2012
			II	51.33%	2013
		CPT		55.55%	2011
Bachelors of Commerce	M.G.S.U University	-		57%	2013
HSC	S.H.C.S	-		76%	2010
SSC	S.H.C.S	-		76%	2008

TECHNICAL SKILLS

- Proficient in MS - Office (Word, Excel, Power Point).

- Functional knowledge of Accounting and Taxation Packages (Tally 7.2, ERP9)
- Functional knowledge of SAP
- Successfully completed compulsory computer training as require by ICAI
- Can easily adapt to any software or any computerized environment.

PERSONAL DETAILS

PERSONAL PROFILE:	
Parents Name	PARAS JAIN
Date of Birth	30 NOV 1992
Languages Known	English, Hindi.
Nationality	Indian
Marital Status	Single
Hobbies	Swimming, listening to music, playing cricket

DECLARATION

I Arun Jain hereby declare that all the information stated above is true to my knowledge.