***CA RAJ KAMLESH RASANIA***

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**Address:** 10 Haveli Appartment, Panchvati 2nd Lane, Gulbai Tekara Road, Ahmedabad – 380006



**CAREER OBJECTIVE:**

Intend to work in an organization which will help me to explore myself and provides opportunities for personal, professional and career development, where I can best utilize my knowledge and skill for overall growth of the organization.

**WORK EXPERIENCE**

**Shah Mehta Majumdar**  **05/12/2014 to 03/06/2017**

**Chartered Accountants**

Worked as an Audit & Administrative Assistant in Shah Mehta Majumdar Chartered Accountants.

A brief synopsis and the nature of work undertaken during the abovementioned period:

1. Internal Audits:

* Multiplex industry:
* Verification of Internal Controls of cinema operations
* Verification of revenue sharing agreements between cinema and distributors
* Vouching ,verification and rate analysis of Expense
* Compliance of statutory laws & regulations
* Automobile industry:
* Ledger Scrutiny of Books of Accounts to track undue benefit passed on to buyers
* Identification of variances against discount cartel norms
* Checking accuracy of docket management
* Other Audits:
* Due Diligence audit for NBFC
* Mystery audits
* Internal policy compliance review

1. Taxation and other Statutory Compliances:

* Computation of advance tax
* Preparation and submission of Individual Income tax returns
* Resolving matter relating to defective return
* Preparation and submission of application under section 154
* Application of lower TDS certificate
* Reconciliation of TDS between Form 26AS and Books of Accounts in Cash system of Accounting
* Application of various Registrations
* Formation of Limited Liability Partnership

C. Administrative Assistance:

* Liaison with bank officials for bank over draft renewal facility and investment related matters
* Back office tasks like file management, MIS Management and support to other staff.

**ARTICLESHIP EXPOSURE**

**Pankaj R. Shah & Associates** **12/08/2010 – 16/01/2014**

**Chartered Accountants**

Worked as an Article Assistant with Pankaj R. Shah & Associates, a well known Chartered Accountant firm based in Ahmedabad.

A brief synopsis of the areas of work done during the above mentioned Period:

* Areas of Work**:**
  + - Handling statutory audits of various private limited companies engaged in diverse industries like casting , polymer, education
    - TDS Audit of Government undertakings
    - Ledger scrutiny of Cashbook, Bankbook, Journals & other accounts
    - Preparation of replies for scrutiny cases and Income Tax queries.
    - Assisted in drafting various agreements like Lease Agreement, Vehicle rent agreement, Rent extension agreement etc.

**EDUCATIONAL QUALIFICATIONS**

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|  |  | **Examination** |  |  | **Year of Passing** |  |  | **Board /**  **University** |  |  | **Percentage** |  |
|  |  | CA – Final | |  | November 2016 (Group II) | |  | ICAI | | 50.75% | |  |
| **Professional** |  |  |  |  |  |  |  |  |  |  |
|  |  | November 2014 (Group I) | |  | ICAI | | 50.00% | |  |
|  |  |  |  |  |  |
| **Qualifications** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | CA – IPCC | |  | Nov 2010 (Group II) | |  | ICAI | | 56.57% | |  |
|  |  |  |  |  |
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|  |  |  | May 2010 (Group I) | |  | ICAI | | 50.00% | |  |
|  |  |  |  |  |  |  |
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|  |  | CA – CPT | |  | Jan 2009 | |  | ICAI | | 59.00% | |  |
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|  |  | **Examination** |  | **Year of Passing** | **Year of Passing** |  |  | **Board /**  **University** |  |  | **Percentage** |  |
|  |  | B.Com | |  | April 2011 | |  | Gujarat University | | 62.11% | |  |
| **Qualifications** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | H.S.C. | |  | March 2008 | |  | GHSEB | | 81.71% | |  |
|  |  |  |  |  |
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|  |  | S.S.C. | |  | March 2006 | |  | GSEB | | 87.43% | |  |
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**COMPUTER SKILLS:**

* Proficiency in Excel & MS Word.
* Well conversant with:
* Accounting Packages like Tally ERP 9 & Tally 9
* Taxation Packages MDA, ITAX & KDK Spectrum
* Basic Knowledge in SAP system as Auditor’s view.
* Typing speed 70 WPM

**PERSONAL DETAILS:**

Date of Birth : 19th October, 1990

Gender : Male

Marital Status : Engaged

Nationality : Indian

Languages Known : English, Hindi & Gujarati

Hobbies : Cricket, badminton, chess, Reading self help books, Photography