

# CURRICULUM VITAE

## **Kirtan Prajapati** **(Chartered Accountant, B.Com)**

Contact No:- +(91) 9724749711

Email:- [cakirtan1996@gmail.com](mailto:cakirtan1996@gmail.com)



### **Career Objective:**

To find a suitable position in the organization and strive to achieve more professional responsibilities utilizing my attitude and skills in an effective manner, working towards excellence in delivery of service in an environment that promotes continual upgrading of knowledge & skills.

### **Professional Qualification:**

Level	Institution	Marks Obtained	Percentage (%)	Year
CA-CPT	The Institute of Chartered Accountants of India	111/200	55.50	Dec - 2014
CA-IPCC (Group 1)		233/400	58.25	Nov - 2016
CA-IPCC (Group 2)		150/300	50.00	May - 2018
CA-FINAL (Group 1)		197/400	49.25	Jan-2021
CA-FINAL (Group 2)		219/400	54.75	

### **Academic Qualification:**

Qualification	Institution	Percentage (%)	Year
S.S.C.	Gujarat State Secondary and Higher Secondary Board	78	Mar - 2012
H.S.C.		78	Mar - 2014
B.Com	Gujarat University	61	2014 - 17

### **Work Experience:**

Name of Firm	Profile	Period
Shah Mehta Majumdar Chartered Accountants (Ahmedabad)	Articled Assistant	Feb-2017 to Mar-2020

### **Work Exposure:**

#### ➤ **Banking Sector:**

- ✓ **Statutory Audit of Branch** (Public Sector Banks)
- ✓ **Internal Audit of Central Processing Centre** of Private Sector Bank
- ✓ **Internal Audit of Regional Processing Centre** of Private Sector Bank
- ✓ **Concurrent Audit** of Banks operating under various sectors
- ✓ **Currency Chest Audit** of Bank
- ✓ **Stock and Receivable Audit** of borrowers engaged in different industries on behalf of banks
- ✓ **Post Disbursement Verification Audit** of borrowers on behalf of Bank
- ✓ **Revenue Audit** of Banks

✓ **Information System Audit** of Banks

➤ **Other Corporate Sectors:**

- ✓ **Operational Audit of Multiplex** (Multinational Company) on PAN India basis and suggesting measures for improving SOP
- ✓ **Internal and Vendor Audit** of entity engaged in outsourcing of management services
- ✓ **Internal Audit** of entity engaged in Print media
- ✓ **Mystery Audit** on behalf of various corporates
- ✓ **Sales and Operational Audit** on behalf of corporates
- ✓ **Tax Audit** and **Return Filing**

**Key Clients:**

- ✓ Cinepolis India Private Limited (A Multinational Company) - Multiplex
- ✓ E-City Property Management & Services Pvt. Ltd. (An Essel Group Enterprise)
- ✓ HDFC Life Insurance Company
- ✓ ICICI Prudential - Life Insurance Company
- ✓ Divya Bhaskar
- ✓ Atul Limited
- ✓ Kotak Mahindra Bank Limited
- ✓ Bank of Baroda
- ✓ Indian Bank
- ✓ IDBI Bank
- ✓ Karur Vysya Bank
- ✓ Thane Janata Sahakari Bank

**Computer & Technical Skills:**

- ✓ Proficient knowledge of MS Office
- ✓ Working knowledge of Software: Finacle & Tally
- ✓ Basic knowledge of SAP

**Achievements & Participation:**

- ✓ Participated in different social work in school and religious programs.
- ✓ Participated in Students conference and International Student conference organized by CA Institute.

**Personal Details:**

Full Name	Kirtan Pareshkumar Prajapati
Address	873/1, Opp. Amarbhuvan, Golwad, Lunsawad, Dariapur, Ahmedabad (Gujarat)-380001
Date of Birth	25 <sup>th</sup> December, 1996
Gender	Male
Marital Status	Single
Nationality	Indian
Hobbies	Travelling, Playing Drums
Languages Known	English, Hindi & Gujarati

**Declaration:**

I Kirtan Prajapati hereby declare that all the information stated above is true to the best of my knowledge and belief.

Place: Ahmedabad

Kirtan Prajapati