

RESUME

Contact Details

Name: Mitesh Prithviraj Varma
Address: Block no 1172, Murlidhar Soc.,
Nr. Bhat Gram Panchayat,
Post Bhat, Bhat Village,
Opp. Mother Dairy,
Gandhinagar-382428
Contact No.: **Mo: +8160469945, +91-9016460490**
Email Add: varma.mitesh.ca@gmail.com

Career Objective

Summary: A Suitable position for myself with an opportunity for value creation for my organization and accelerate personal growth through my comprehensive professional skills, experience and hard work.

Professional Qualification

<i>Examination</i>	<i>Year</i>	<i>Uni/Board</i>	<i>Grade</i>	<i>Division</i>
ICAI*				
CA Final	July 11	ICAI	51.25%	II
CA PE-II	Jan 07	ICAI	58.50%	II

* Institute of Chartered Accountants of India

Educational Qualification

<i>Examination</i>	<i>Year</i>	<i>Uni/Board</i>	<i>Grade</i>	<i>Division</i>
M.Com	May 06	Gujarat Uni.	42.75%	III
B.Com	June 04	Gujarat Uni.	60.25%	I
H.S.C.	May 01	G.S.E.B.	60.67%	I
S.S.C.	March 99	G.S.E.B.	60.86%	I

Achievements

- I have secured 87% marks in Accountancy in CA PE-II Exam.
- I got 3rd prize in General Management & Communication Skills course conducted at ICAI, Ahm.
- After working with the Australian clients have gained an excellent skill in Email writing, communication in English and to always have a pro-active approach towards work and responsibility.

Presently Working

Madhya Pradesh Power Management Co. Ltd (State Govt. Undertaking)

Currently I am working with **Madhya Pradesh Power Management Co. Ltd (State Govt. Undertaking)** as a **Chartered Accountant (Contract)** since **28/06/2018** and performing various tasks as an **Accounts Officer** of Banking and Cash Management Department.

Previous Employers

J N Kanabar & Co. (Befree), KPO for Australian Clients

I worked with **J N Kanabar & Co. (KPO)** for **3.5 years from 18/12/2014 to 23/06/2018** at the position of **Technical Account Manager** and was handling a team of 13 members working on Australian Projects of Book Keeping.

Work Profile:

- Reviewing the work of staff and resolving their day to day problems related to client processing.
- Keeping tab on client emails and Guidance to staff and Team Management.
- Reviewing IAS & BAS as per Australian rules & standards.
- Finalization of Accounts, Generation & Sending of Financial Reports.
- Reviewing queries to be sent to clients in standard format and resolving them.
- SMSF Fund accounting in Class Super Software.
- Account Receivables functions like sending statements, listing and responding to their concerns after reconciliation of accounts with them.
- Accounts Payables Functions like Creditors listing & payment set up on behalf of Australian clients.
- Book Keeping & Accounting in Xero, Myob, Quick Book, Net Suite, Navision software.

Ramanlal G. Shah & Co (C.A. Firm)

I worked with **Ramanlal G. Shah & Co (C.A. Firm)** in **Audit Dept. as Senior Auditor** for **3 years from 24/11/2011 to 16/12/2014**.

Work Profile:

- Lead the statutory & internal audit team as a senior auditor.
- Guide the article assistants and other junior staff in auditing work.
- Advise the clients in proper following of standards and accounting principles.
- Consulting clients regarding direct and indirect tax matters.
- Reporting of the crucial matters to partners.
- Meeting with Managing Directors of Company and discuss the audit topics.
- Preparing of Statutory Reports, Tax Audit Reports & Internal Audit Reports.
- Audit of Indirect Tax returns and reports (i.e. Service Tax, VAT, Excise, etc.)

M/s Ambani Gupta & Jain (C.A. Firm)

I have done my articleship for 3.5 years from 23rd March, 2007 to 3rd August, 2010 in **M/s Ambani Gupta & Jain, Chartered Accountancy Firm as Audit Assistant.**

Work Profile:

- Internal Audit, Statutory Audit, Bank Audit as a senior member in audit team.
- Handling of complete Service Tax procedures from registration to termination, payment of challans, service tax calculations and filing of service tax returns of Companies, Banks, Firms and Individuals.
- Calculations of TDS and payment of challans.
- Filing of Income Tax returns of Individuals and firms.
- Ledger Scrutiny and finalisation of Accounts.

Professional Experience (Post Qualification)

J N Kanabar & Co.

Worked as a Technical Account Manager and handled comprehensive bookkeeping and accounting assignments of Big Full Resource clients independently having huge turnover and bookkeeping fees of around AU\$ 50,000.00 p.a.

R G Shah & Co.

Worked as a Senior Auditor and have gained experience in following sectors.

- Energy Sector - Gujarat State Energy Generation Ltd
- Dairy Sector - Gayatri Dairy Products Pvt. Ltd.
- Banking Sector –
 - Central Statutory Audit of Syndicate Bank, Bangalore.
 - Statutory Audit of Punjab National Bank, Surat.
 - Statutory Audit of Saurashtra Gramin Bank branches and H.O., Rajkot.
- Industrial Sector - Nuvu Conair Pvt. Ltd., Piplej.
- Research & Development Sector - Indian Plasma Research Institute.
- Newspaper Sector (ABC Audit) - Rajasthan Patrika Pvt. Ltd.

Computer & Software Perceptions

- Australian Accounting Softwares like Xero, Myob, Quick Book, Net Suite, Navision, Add ons of Xero & Class Super.
- Good Knowledge in MS Office, Tally ERP & E-tax Software.
- Emails & Social networking.
- Working knowledge of SAP Software.
- Good knowledge of Dairy Software.

Personal Details

Date of Birth : 17th March, 1984
Sex : Male
Nationality : Indian
Marital Status : Married

Date:
Place: Gandhinagar

Signature
(**Mitesh P. Varma**)