

## CURRICULUM VITAE

**Name** : Amrit Kumar Suthar (C.A., B.Com.)  
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### OBJECTIVE

“To pursue a dynamic and challenging career objective with organization of repute, which give value addition to the organization as well as offers opportunity to enhance professional skills”

### SKILLS & ACCOMPLISHMENTS

- Quick Learning, Believe in Perfection.
- Handling of work independently
- A self-confident, self-motivated person who believe in smart work.
- Problem Solution Attitude.
- Completion work within time.

### PROFESSIONAL QUALIFICATION

EXAMINATION	MONTH - YEAR	INSTITUTE	MARKS ( % )
C.A. - FINAL (Group - II)	NOV - 2017	ICAI	50.25
C.A. - FINAL (Group - I)	MAY - 2016	ICAI	54.00
C.A. - IPCC (Both Group)	NOV - 2011	ICAI	55.29
C.A. - CPT	DEC - 2010	ICAI	56.00

### ACADAMIC QUALIFICATION

EXAMINATION	MONTH - YEAR	BOARD/UNIVERSITY	MARKS ( % )
B.Com	APRIL - 2013	MLSU	57.44
XII Std.	MARCH - 2010	RBSE	67.38
X Std.	MARCH - 2008	RBSE	64.33

### WORK EXPERIANCE

- I have completed training as an Article Assistant at M/s SHAH PATEL SHUKLA & ASSOCIATES Chartered Accountants.
- Worked with K P CHAUDHARY & CO. Chartered Accountants. (July, 2018 - May, 2019)
- Currently working with IKON MULTIPACK a well-known firm in plastic manufacturing industry since June, 2019.
- Some of the major assignments handled by me.

#### Exposed to -

- Compliance with requirement of schedule VI of the Companies Act, 1956 and schedule III of the Companies Act, 2013.
- Compliance with Accounting Standards.

- Conduct Statutory and Tax Audit Assignments.
- Finalization of Accounts and filling of income Tax Return of various Individual, Firms and Companies.
- Preparation of Form 3CA, 3CB and 3CD Tax Audits reports.
- Preparation and Drafting of Partnership Deed for Admission/Retirement of Partner, HUF Deed and Gift Deed.
- Preparation and Filing of various forms with ROC.
- Preparation of CMA data & Bank Reports.
- Registration under Service Tax, VAT, CST and GST.
- TDS receivable reconciliation with 26AS & income and TDS payable reconciliation with expenses.
- VAT Audit, filing of VAT Returns and preparing documents for VAT Assessment.
- TDS Calculation and E-TDS Return.
- GST Computation, Reconciliation and Return Filing.
- Develop and maintain accurate product costs.
- Ensure rates are appropriate and are kept updated with changes in the business.
- Coordinate proper cost absorption in inventory valuation.
- Assist Sales Team and Pricing Analyst with proposals for new products and business.
- Communicate variances and cost explanations to Management Team.
- Evaluate key performance indicators (KPI's) and communicate issues to Management.
- Perform cost/benefit analysis for new projects and capital acquisitions.

#### **Other Key Responsibility Areas:**

- Finalizations of final accounts of various companies in line with accounting standards.
- Appearing before Revenue Authorities like in the matters of Income Tax and Service Tax.
- Handled independently Service Tax and Excise Related work assignment such as computation, Return Filing and working on CENVAT credit.

#### **Bank Audit**

1. Statutory Branch Audit- UCO Bank
2. Stock Audit- Bank of Baroda

#### **Exposed to:**

- Preparation of Audit Plan and ensure completion of the same within deadlines of Central statutory audit.
- Verification of Bank Advances, Deposits, Compliance with NPA Provisioning.
- Drafting of LFAR Reports, Statutory Audit Report, Tax Audit Report and other Certificates which require as per Banking Regulation Act, 1949.

#### **SPECIALIZED KNOWLEDGE**

- Examination of Financial records and preparing reports of financial positions, result of operations, compliance reports, internal control reports and management reports.
- Tax Consultancy & Tax Planning to Corporate & Non Corporate clients.
- Conducted Physical verification of Inventories, Fixed Assets and its reconciliation with accounts which resulted into proper tagging of assets movements, cost control, efficient management control and timely reporting.
- Calculation of costing of products and determining profitability.

## COMPUTER PROFICIENCY

- Exposure to various Accounting Packages viz. Tally ERP and other Packages such as Genius, SATVAT, Easy Office, Web GST etc.
- Undergone 100 hours of Information Technology Training Course conducted by ICAI which includes Basics of Computer, Microsoft Tools, and Tally.

## INTERPERSONAL AND COMMUNICATION SKILLS

- Completed 7 days Orientation Training organized by ICAI.
- Completed Information Technology Training organized by ICAI.
- Has attained GMCS (General Management & Communication Skill) Training conducted by ICAI.

## EXTRACURRICULAR ACTIVITIES/ACHIEVEMENTS

- I have passed CPT and CA IPCC Exam in FIRST Attempt.
- I have passed CA IPCC Exam in first Attempt with Exemption in various subject.
- I got Silver Medal in X<sup>th</sup> Standard.

## PROFESSIONAL STRENGTH

- Confident and target oriented.
- Ability to work under pressure and resolve problems.
- Always looking to do better by focusing on system improvement & learning effect.
- A good team player and always believe in teamwork and try to gather all the plus points of my team.

## PERSONAL INFORMATION

Date of Birth : 9<sup>th</sup> July, 1992.  
Address (Permanent) : 586, Suthar Vas, At Post Krishnaganj, Sirohi-307001  
Languages Known : Hindi, English and Gujarati