**CURRICULUM VITAE**

**Jay Rajratan Mittal**

**Mobile: 99987 88123**

**Email: jaymittal123@gmail.com**

**OBJECTIVE:**

**“**Aim to be associated with a progressive organization that gives ample scope to apply my skills, knowledge and to involve me as part of team that will work dynamically towards the growth of organization.”

**PROFESSIONAL QUALIFICATION:**

* Passed Common Proficiency Test (CPT) conducted by ICAI in the year 2006.
* Professional Competence Examination (PCE)/C.A. (Inter) cleared in the year 2010.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute / University** | **Year** | **Percentage** | **Class** |
| M.Com. | Gujarat University | 2013 | 52 | Second |
| B.Com. | Gujarat University | 2009 | 66 | First |
| HSC | Gujarat Board | 2006 | 72 | Distinction |
| SSC | Gujarat Board | 2004 | 76 | Distinction |

**PROFESSIONAL EXPERIENCE:**

* I had my internship with Pankaj K. Shah & Co. Chartered Accountants

Address of communication:

201-202 Shailly House

3 Harihar Park

Nr. Income-Tax Underbridge

Navrangpura

Ahmedabad – 380009

Tel. 2644 6591

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**Portfolios:**

* Finance: Preparation of Cash Flow Statement, Fund

Flow Statement and Ratio Analysis for Project Finance.

* Audit: Vouching and Verification of Cash Book, Bank Book, BRS, Purchase Register, Sales

Register, J.V. Register and Ledger with T.B.

Preparation of Audit Report for various statutory bodies.

* Income-Tax and Preparation of challans and returns.

Service-Tax:

Exposure to various types of audits like Bank Audit, Insurance Audit, Audit of Employees Credit Societies and other business enterprises.

**PERSONALITY TRAITS:**

* Strive for Excellence, Perfection, Positive attitude and Adaptability.
* Relatively good Interpersonal Skills.
* Good Communication Skills.

**PERSONAL PROFILE**:

|  |  |
| --- | --- |
| Date of Birth: | 25-08-1988 |
| Gender: | Male |
|  |  |
| Marital Status: | Unmarried |
| Address: | 5, Mittal Apartment,  Opp. Gurudwara,  Balwatika Road,  Maninagar,  Ahmedabad – 380008 |
| Languages Known: | English, Hindi, Gujarati |

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(**Jay Mittal**)