**SUMMARY**

Hard working and enthusiastic learner, seeks job in accounts and finance department. Need an opportunity that complements my knowledge in the field of accounts, taxation and provide me scope for growth.

**WORK EXPERIENCE**

* Currently working as Subject Matter Expert (Finance) in ‘Vaidik Edu Services Private Ltd’.
* Worked as a freelancer Subject Matter Expert – Chegg
* Worked as Freelancer Content Writer- Chegg
* Temporary employment in CA firms for knowledge & experience (After Article ship in AKS (UP) and other firms)
* Completed 3 years internship as per ICAI institute as on *7th Oct 2014* {Jaipur (Rajasthan) and Varanasi (UP}

**EDUCATION**

November’ 12 Completed IPCE

2010 – 2012 M. Com (Economic Administration & Financial Management)

Scored 62.22%

From Jaipur, University of Rajasthan

2007 - 2010 Bachelor in Commerce

Scored 68.5%

Maharani’s College, Jaipur, Rajasthan

2005 - 2007 Senior Secondary (CBSE Board) with 85%

Alok Sr Sec School, Udaipur (Rajasthan)

2003 - 2005 Secondary Education (CBSE Board)

With 75% from Nirmala Convent Sr Sec School Kathgodam, Nainital, Uttarakhand

**PERSONAL INFORMATION**

**Address:**

Varanasi (UP)

**Mobile no.**

9889624325

**Email Id:**

[pathaknp03@gmail.com](mailto:pathaknp03@gmail.com)

**Language**:

Proficiency in *English* & Intermediary in *Hindi*

**Skill:**

* Experience in Financial Accounting & Reporting.
* Skilled in handling Audit Assignments, validating Inputs, preparing Audit Report and resolving raised queries.
* Handled Balance Sheet & Profit & loss Preparation and Compliance with Financial Reporting Framework.
* Preparing Reply and Statement for Notices from Income Tax Department u/s 143(1) and 143(3)

**TECHNICAL SKILLS**

* MS Office, Tally ERP9 and Internet Application.
* Certificate in ‘*Advanced MS-Excel’* from Internshala
* Certificate in ‘*Data Modelling & Valuation’* from Internshala

**CERTIFICATE**

* Information Technology Training Course Certificate from ICAI, Jaipur (Rajasthan)
* Orientation Program from ICAI, Jaipur.

* Experience in detailed presentation of purchase and sales in excel for VAT Audit Report
* Knowledge of Filing Computation of Company, firms and Trust.
* Also filed Returns of Individuals.
* Has made PPT presentation for Entrepreneurship Projects at school level.