

CA. Sujit Kumar Chauhan

U-174, Shakarpur, Delhi-92

To,
The Manager Concern,
HRD Department,

Dear Sir/Madam,

I would be happy to work in an organization with a stimulating work environment and one, which makes me perform to the best of my capabilities. I feel that a position in your organization will provide me with just the right opportunity. Being an integral part of such an organization would be a great learning experience for me.

I enclose my resume outlining my experience to date and key skill areas, which I believe are relevant. I would welcome the opportunity to discuss my application with you and look forward to hearing from you.

Thanking You,

Yours Faithfully,

Sujit Kumar Chauhan

Encl: Curriculum Vita

CA. Sujit Kumar Chauhan

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Curriculum Vitae

Career Objective

Achieve a position which will provide opportunity for continued professional and personal development in a professionally managed organization and contribute towards its growth.

Educational Qualification

Qualification	Institute/Board/University	Percentage
Final(Grp II)- Chartered Accountant	Institute of Chartered Accountants of India (Passed in November 2019)	53.00%
Final(Grp I)- Chartered Accountant	Institute of Chartered Accountants of India	57.00%
CA – IPCC(Grp II) - Chartered Accountant	Institute of Chartered Accountants of India	60.00%
CA – IPCC(Grp I) - Chartered Accountant	Institute of Chartered Accountants of India	52.00%
CPT	Institute of Chartered Accountants of India	76.00%
B.Com	CCS University (Meerut University)	65.00%
Std. XII	CBSE Board	70.00%
Std. X	CBSE Board	60.00%

Work Experience

JOB:

Working as a Senior Consultant in M/s Gaurav Agarwal & Company (Chartered Accountants) from Apr 2021 to till now.

Worked as an Internal Audit Manager in Blue Chip Hospitality Pvt Ltd in Internal Audit team from Jan 2018 to Mar 2021

Worked as an Associate in M/s R. C Agarwal & Company (Chartered Accountants) ,CA Firm from Jan 2017 to Sept 2017

Worked as an Associate in M/s Ravish Agarwal & Associates (Chartered Accountants) ,CA Firm from Jan 2015 to Dec 2016

Articleship: Worked as an Article Trainee from Nov, 2010 to Oct, 2013 in a CA firm M/s Sudhir Agarwal & Associates (Chartered Accountants).

RESPONSIBILITIES HANDLED:

Audit

Internal Audit

1. Preparation of audit plan. Covering functional areas of business such as Accounting, Banking & Cash Operation, Facilities Management, Statutory Compliance, Adherence to SOP and Analyzing their Results and deviation thereof.
2. Preparation of Audit Report which included observation, its impact on organization and Recommendation to Management for timely Action.
3. Done the audit of Process of requisitioning, purchasing, receiving, paying for and accounting for goods and services.
4. Checked application of TDS sections and accordingly statutory compliance of the same.
5. Checked GST compliances of the clients

Statutory Audit & Tax Audit

1. Statutory Compliances of TDS, TCS, Service Tax.
2. Scrutiny of General Ledger.
3. Conducting Statutory audit and Preparing CARO reports i.e. Auditors Report.
4. Verification of Points mentioned in CARO.
5. Verification of notes to accounts.
6. Verification of form no. 3CD and notes on 3CD.
7. Preparing Tax Audit Report u/s 44AB.

Major Clients Handled

- Blue Chip Hospitality Private Limited - Internal Audit.
- Pioneer Aluminium Private Limited- Statutory Audit and Tax Audit.
- Export Promotion Council for Handicrafts – Internal Audit.
- Fiat India Limited – Stock Audit.
- Inettest Technologies India Private Limited – Statutory Audit
- Hindon Airforce- Internal Audit
- RBNS Sugar Mills Limited – Internal System Audit & Factory Audit.
- State Urban Development Agency (SUDA), UP Govt. – Statutory Audit.
- Svam Software Limited – Statutory Audit & Tax Audit.

Taxation

1. Preparing and e-filing income tax returns of individuals, partnership firms and companies.
2. Preparation and e-filing of GST Returns
3. Preparing and e-filing of TDS returns
4. Preparing and e-filing of Service Tax return.

Accounting

1. Finalisation of Books of Accounts of companies, firms etc.
2. Writing of accounts on tally packages from Tally erp 7.2, Tally Erp 9, Tally Prime Gold.

Computer Proficiency

- Working Experience on MS Office and Internet.
- Completed 100 hours computer training of ICAI.
- Working Experience of Accounting packages e.g. Tally 7.2 and Tally 9.
- Working experience of Taxation packages for e.g. Computax, Computds, Tdsman, Compugst, Spectrum.

Trainings Attended

- Completed Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) of 15 Days held by the ICAI.
- 7 days seminar on GST conducted by ICAI.
- 7 days mandatory training of Orientation programme & Communication Skills conducted by ICAI.
- 100 hrs of Computer Training under ICAI Rules.

Personal Details

Father's Name	:	Mr. P. S. Chauhan (Rtd. Army Officer)
Languages Known	:	English, Hindi
Hobbies	:	Travelling, Listening Music, Movies
Marital Status	:	Single

Place: Delhi

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(Sujit Kumar Chauhan)