

**DHRUVKANT SHARMA**

Rz 197/P Street no.15

Tughlakabad extn, New Delhi-110019

Contact No- +919953131562

E-mail- auditbydhruv@gmail.com

**OBJECTIVE**

Want to work in dynamic and responsible educational environment, where I can deliver my industrial and professional knowledge, *keep up with the new technologies of teaching*, apply my skills and knowledge to make some meaningful contribution in institutional/ organisational goal.

**PROFESSIONAL/ ACADEMIC QUALIFICATION**

Course/ Level	Month/Year	Institute/ University/ Board	Percent
PGDFT	Pursuing	Annamalai University	
PGDBA	May.2015	Annamalai University	62
M.Com {A/F}	Dec. 2013	Annamalai University	68
CA (Intermediate)	May.2013	ICAI	53
B.Com(P)	May 2011	ZHPGE College, Delhi University	60
12 <sup>th</sup>	March 2008	C.B.S.E	75
10 <sup>th</sup>	March 2006	C.B.S.E	80

**WORK EXPERIENCE:**

Tenure	Organization	Designation
Feb-2012 to September 2015	Amit Rajinder & Co. (Chartered Accountants)	Audit Executive Article Trainee
Jan 2016 to July 2016	Choksi and Choksi co. (Chartered Accountants)	Concurrent Auditor (Yes Bank)
Jan 2017- October 2019 (Assignment basis)	N.Narshimhan & Co.	Internal and Statutory audit Assignment.
From 2016 to Present.	. Edurun Foundation (Reg.NGO)	Tutor and Trainer (Admin Head)

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**INDUSTRY EXPERIENCES**

INTERNAL AUDIT/ CONCURRENT AUDIT/ SYSTEM AND TRANSACTION AUDIT	
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<b>ARC &amp; Associates</b>	<ul style="list-style-type: none"> <li>• Accounting, billing, client follow up</li> <li>• Office admin and staff training</li> <li>• Making internal audit report</li> </ul>
<b>Allana Group</b>	<ul style="list-style-type: none"> <li>• Statutory Audit of 2 Branches of UP Zone.</li> <li>• Scrutiny of ledgers, bank reconciliation statement, vouching &amp; verification.</li> <li>• Reviewed works and procurement, accounts payable &amp; receivable.</li> </ul>
<b>Angelique International Ltd</b>	<ul style="list-style-type: none"> <li>• Internal Audit of more than 40 Regional &amp; Branch offices of North Zone of the company.</li> <li>• Review of Internal control systems for identification of process weaknesses and developing solutions.</li> </ul>
<b>Vikas Group,</b>	<ul style="list-style-type: none"> <li>• Internal Audit of 3 branches including Haryana, Mumbai branches.</li> <li>• Review of Internal control systems for identification of process weaknesses and developing solutions.</li> </ul>

## ACADEMIC EXPERIENCES

<p><b>Edurun Foundation (NGO)</b></p>	<ul style="list-style-type: none"> <li>▪ Teaching Business Law, Taxation and Auditing to B.COM students.</li> </ul>
<p><b>Oasis Professional Point</b></p>	<ul style="list-style-type: none"> <li>▪ Accountancy and Law for CA CS foundation level students.</li> <li>• E.accounting and Computer Basic courses (Certified Courses)</li> <li>• Conducted Seminar on various current issues topics.</li> <li>• Career Counselling for students</li> <li>• Managing accounts, petty cash , salary statement and daily reports.</li> </ul>
<p><b>RPS Professionals</b></p>	<ul style="list-style-type: none"> <li>• Conducting exam, Checking and marking the papers and Issuing certificate.</li> <li>• Placement assistance after certification of the course.</li> </ul>

### Computer / Online Teaching Proficiency:

Platforms:	Windows XP/Vista/2007 and 8
Software:	Well versed with MS Office, ERP, Working knowledge of Tally.
Online Teaching Platform	Urban Pro, Super Profs and Youtuber since 2017

### Extracurricular activities and Interest:

- Class 10<sup>th</sup> topper in School.
- College topper in B.com 2<sup>nd</sup> Year.
- Certificate in School and College level Competition Medals and Trophy.
- Reading online news, teaching and spending time to understand Vedic knowledge.

### Subject Expertise

- Business Management, Business Law, Company Law and Financial Management in Graduation and Post Graduation level.
- Written Book on Class 12<sup>th</sup> Business Studies for CBSE students
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### Personal Details

Date of Birth	: January 01, 1991
Gender	: Male
Nationality	: Indian
Languages known	: Hindi and English

I do hereby declare that the above information is true to the best of my knowledge and belief.

Yours truly.

**(Dhruvkant Sharma)**

Place: New Delhi  
Date: 03/11/2020

