

# Curriculum Vitae

## ***Jyoti Rawal***

*C 211, Arpan 2 , Jesal Park, Bhayandar East . Thank - 401105.*

*Date of birth: 26<sup>th</sup> January, 1990*

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A highly-motivated Finance Professional who is able to provide key Accountancy Services and looking forward to playing a key role in adding significant value to the Company.

### **Educational Qualifications**

<i><b>Qualification</b></i>	<i><b>College</b></i>	<i><b>Year of passing</b></i>	<i><b>Score</b></i>
CA – IPCC-1 <sup>st</sup> Group	ICAI	November- 2010	54%
CA - IPCC-2 <sup>nd</sup> Group	ICAI	November -2012	52%
CA- CPT	ICAI	December, 2009	74%
B Com.	Sydenham College, Mumbai	April, 2011	67%
H.S.C	Sydenham College, Mumbai	February, 2008	76%

S.S.C.	ST. Francis High School, Mumbai	March, 2006	77%
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## Work Experience:

### 1. Ramanand& Associates, Mumbai :

**Job Description** : Worked as an Article Trainee having experience in the following fields:

#### **TAX:**

- a) Filing of Income Tax returns.
- b) Preparation of Service Tax and TDS summary of various companies and ensuring timely filing of Service tax and TDS returns.
- c) Filing of Annual Returns of various companies with MCA ( annual ROC compliance)

#### **AUDIT :**

- a) Performing Statutory and Internal Audits of Public and Private companies.
- b) Conducting Standard operating procedures audit of BIG Bazaar.
- c) Performing concurrent Audit of Banks.
- d) Conducting Stock Audit of Banks.

**Duration** : August, 2011 to August 2014.

### **Computer Knowledge :**

1. Proficient in Tally and Microsoft Office.
2. Completed 100 Hours of ITT training conducted by the ICAI.