**Nidhi Jain**

Radha Kunj, 2nd floor, Narayan Nagar,

Guwahati – 781009, Assam

**Mobile**: +91 8399880944,7002534643

**E-Mail**: [jnnidhi000@gmail.com](mailto:jnnidhi000@gmail.com)

**Employment History:**

1. **Pradip Nahata & Co. - Guwahati**

December 2016- August 2018

1. **Uttam Keshri & Co. – Guwahati**

May 2013- November 2016

1. **Saraswati & Co.- Guwahati**

April 2012- April 2013

**Projects Undertaken:**

1. Statutory audit of many reputed companies like Prag Channel, Donewell Pharmaceuticals Pvt Ltd.
2. Internal Audit of NEDFI
3. Complete accounting of NGOs

**Area of expertise:**

1. Tax Audit
2. Stock Audit
3. IT Return
4. TDS
5. GST Return
6. Project Reporting
7. ROC Filing & Companies Audit

**Other Skills:**

1. Sound knowledge of MS Excel, Word and PowerPoint
2. Tally Certified with 80% aggregate

**Academic qualifications:**

* Sunflower English High School – SEBA- Metric- 76% aggregate
* Guwahati Commerce College – SEBA- AHSEC- 70% aggregate
* Guwahati Commerce College – Guwahati University - BCOM - 62% aggregate

**Professional qualifications:**

* CPT- 63% aggregate
* IPCC (both group)- 54% aggregate

**Personal Details:**

**Father’s Name:** Mr Sunil Kr Jain

**Date of Birth:** 20th Mar 1991

**Languages:** English, Hindi & Assamese

**Nationality**: Indian

**Marital Status**: Married

**Hobbies**: Gardening, listening to music, designing & art

I, Nidhi Jain, hereby declare that all the above details given by me are true to the best of my knowledge.

**Date**: 19/12/2018

**Place**: Guwahati  **Signature**