

Cover Letter

Dear HR Management,

I am interested to apply for the post of "***Accounting or Auditing or Bookkeeping or Costing or Financial Management***", in your concern. I request you to please allow me to serve my best.

CV

1. Personal Details:-

Gaurav Prakash Malkhede

Sr. No.	Input	Output
1	First Name	Gaurav
2	Last Name	Malkhede
3	Middle Name	Prakash
4	Mother Name	Surekha
5	Parment Address	Name:- Gaurav Prakash Malkhede, House Name:- Malkhede Bhavan, Landmark:- Beside Barokar House, Area:- Failpura, Sub-District:- Kotal District:- Nagpur, State:- Maharashtra, Country:- Bharat/India PIN:- 441-302
6	E-Mail Address	gauravprakashm4@gmail.com gauravarya160@gmail.com
7	Date of Birth	24th May, 1992
8	Age	28 Age on 2020
9	Sex	Male
10	Marital Status	Unmarried
11	Food Habits	Satvik Vegetarian
12	Language	Hindi (Read, Write, Speak) Marathi (Read, Write, Speak) English (Read, Write, Speak) Urdu (No Read, No Write, Speak Only)
13	No. of Family Member	4 (Four)
14	Contact Number	8788-8702-80 (Jio) (Whatsapp Business) 7350-9899-05 (Idea) (Whatsapp Normal)
15	Nationality Country	Bhartiy (India)
16	Passport	Yes, I Have Passport , Passport No.- U1438730

2. Qualification:-

Sr. No.	Exam	College	Board / University	Started & Ended	Result	Grade
1	10th Class Secondary School Certificate English	Banarasidas (B.R.) High School Katol, Maharashtra, India	Nagpur, Maharashtra, India	2007 To 2008	55.38%	"A"
2	12th Class Higher Secondary Certificate English	Nabira Mahavidyalaya (NMV) Katol, Maharashtra, India	Nagpur, Maharashtra, India	2009 To 2010	82.00%	"A"
3	Graduation Business Commerce (B.Com) English	Dr. Panjabrao Deshmukh College Nagpur, Maharashtra, India	RTMNU Nagpur, Maharashtra, India	2010 To 2013	58.05%	"C"
4	Post Graduation (PG) Master Commerce (M.Com) English	Dr. Panjabrao Deshmukh College Nagpur, Maharashtra, India	RTMNU Nagpur, Maharashtra, India	2017 To 2017	Passed 1st & 2nd Semester (55.25% & 61.5%) 3rd & 4th yet not persued	
5	Chartered Accountancy CA-IPCC Group-I English	Institute of Chartered Accountant of India (ICAI) India	Institute of Chartered Accountant of India (ICAI) India	2013 To 2017	6-Attempt Given Marksheet Attached	

3. Computer Skills:-

Sr. No.	Particular	Details
1	Tally Erp 9	5 years Working Experience, Still Working
2	Ms-Office	Excel, Word, PPT, MS-Office, Etc Works

4. Additional Qualification:-

Sr. No.	Examination	Board/ University	Result	Grade	Started & Ended
1	MS-CIT (XP) (English)	Mumbai, Maharashtra, India	78.00%	"02"	April 2008 To Jan, 2009
2	MS-CIT (Vista) (English)	Mumbai, Maharashtra, India	80.00%	"01"	Jan, 2009 To June, 2009
3	Typing English 30 (W.P.M.)	Pune, Maharashtra, India	80.00%	"01"	June, 2012 To Dec, 2012
4	Typing English 40 (W.P.M.)	Pune, Maharashtra, India	72.00%	"02"	June, 2012 To Dec, 2012
5	Orientation Programme (OT) (English)	ICAI, India	Done	Done	Oct, 2013 To Nov, 2013
6	Information Technology Training (ITT) (English)	ICAI, India	60.00%	"02"	Nov, 2013 To Dec, 2013
7	General Management Communication Skill (GMCS) (English)	ICAI, India	Done	Done	Dec, 2015 To Dec, 2015

5. Experience in Accountancy Training :-

Sr. No.	Entity Name	Work Perform	No. Years	From To
1	Teaching Experience Katol, Nagpur, Maharashtra, India	1. 11th Commerce Maharashtra, India State Board All Subject Exclude Language	"01" Years	2011 To 2011
		2. 12th Commerce Maharashtra, India State Board All Subject Exclude Language	"01" Years	2012 To 2012
		3. B.Com 1st Year RTMNU University Nagpur, India Excluding Language Subjects.	"01" Years	2011 To 2011
		4. B.Com 1st Year RTMNU University Nagpur, India Excluding Language Subjects.	"01" Years	2012 To 2012
1	Sawalkar & Bonde Chartered Accountant Firm Nagpur, Maharashtra, India	See Table No.6 & 7	"03" Years And "00" Months	12th Dec, 2013 To 24th Feb, 2017
2	Janjira Sea Food & Restro Bar Pune, Maharashtra, India	01. Preparation of Voucher.	"00"Years And "08" Months	10th Oct, 2017 To 22nd June, 2018
		02. Filing of Vouchers.		
		03. Accounting of Voucher.		
		04. Accounting of Inventory.		
		05. Month End Physical Stock Verification.		
		06. Glossary Items, Liquor, Kitchen Gravy etc.		
		07. Scanning of official Documents.		
3	Hotel Villa Casa Cult & Cuisine Pune, Maharashtra, India	01. Cost Accounting.	"01" Years And "04" Months	23rd June, 2018 To 19th Nov, 2019
		02. Monthly Operating Cost of Hotel.		
		03. Preparation of Cheques of Suppliers.		
		04. Maintaining of Account of Suppliers		
		05. Formats for Bar, Kitchen, & Others.		
		06. Preparation of Profit & Loss Account.		
		07. Ration Analysis.		
Total Experiance			"05" Years & "00" Months	

6. Detail of Work Learned and well Practice in CA-IPCC Curriculum are as follows.

Sr. No.	Classes	Subject Teaches
1	1. Sole Trader 2. Proprietorship	01. Financial Books Account Finalization.
		02. Preparation of Balance Sheet and Profit & Loss Accounts in Excel
		03. Preparation of Computation of Income.
		04. Filling of Income Tax Return.
		05. Applicability of various Income Tax section.
		06. Applicability of Chapter VI-A (80C-80U).
		07. Tax saving.
2	1. Company Limited Liability [Pvt. Ltd.] 2. Partnership Firm [LLP] 3. Unlimited Liability Firm [ULP] 4. Hindu Undevided Family [HUF]	01. Financial Books Account Finalization.
		02. Preparation of Balance Sheet and Profit & Loss Accounts in Excel.
		03. Preparation of Computation of Income.
		04. Filling of Income Tax Return.
		05. Preparation of TDS Working.
		06. Preparation of Service Tax Working
		07. Valuation of Closing Stock as per IT Act.
		08. Printing of Voucher.
		09. Printing of Check.
		10. Legal Compliance.
		11. Preparation of Provident Fund Working as per Act ,
		12. Preparation of Advance Tax Working as per Act,
		13. Professional Tax,
		14. Preparation of Gratuity Working as per Act, ESIC.
		15. Applicability of various Income Tax section and
		16. Applicability of Chapter VI-A (80C-80U)
		17. Tax saving
3	1. Commercial Bank 2. Co-Operative Bank 3. Co-Operative Society	01. Internal Audit.
		02. Statutory Audit.
		03. Preparation of Reports

7. Experience in Chartered Accountancy Training :-

Sr. No.	Experience in Chartered Accountancy Training
1	Proper Watch On Receivable From Debtors (Plot Or Flat Owners In Case Of Construction Industry).
2	Regular Payment to Creditors or Material Suppliers.
3	Ratio Analysis Like As Working Capital Ratio, Inventory Turnover Ratio, Debtors Turnover, GP, NP, Operation Expense Etc. Ration, Which Can Be Show The Clear Cut Picture Of Financial Position And Estimated Anxiety.
4	Product Costing or Service Costing.
5	Evaluation Of Service Cost & Applicability On Profit Margin (In Case Of Service Industry Like Hotel, Etc.).
6	Revenue Leakage.
7	Continue Watch On Latest Update Comes From Legal Authority Or Law Making Authority Relevant To Our Business And Profession & According To That We Take Action.
8	Continue Reading Update Comes From ICAI, Income Tax Act, And Any Other Act Which Is Deemed To Applicable To Our Business & Profession..
9	Scrutiny of Ledgers by considering the TDS, Service Tax Compliances.
10	Scrutiny of Profit & Loss as well as Balance Sheet.
11	Preparation of Tax Audit Report.
12	Preparation of Statutory Audit Report
13	Preparation of Internal Audi Report.
14	Keep Watch Regular Update Comes From Legal Authority And Applicability On Own Organization.

DECLARATION:-

I hereby declare that the information given above is correct and complete to the best of my knowledge and belief.

Date:- ____/____/____

Place:- _____

Signature
Gaurav Malkhede