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| **Contact**  cakishoresarkar01@hotmail.com +91-8319046358  **Languages**    English  Hindi    **Core Competencies**  Finance & Accounting  Consolidation of Accounts  Accounting Standards Compliance  Internal Audit    Taxation  Statutory Compliance      Change Agent    Collaborator    Communicator    Planner    Thinker  **Personal Details**  **Date of Birth:**1st July 1991 **Permanent Address:**Ward No. 3 Bengali Camp, Kirandul, Dantewada, 494556, Chhattisgarh | **KISHORE KUMAR**  Goal-oriented professional targeting assignments in **Accounting Operations / Accounting, Auditing and Financial Operations** in various industries  **Profile Summary**   * Chartered Accountant with expertise in managing **Auditing, Accounting** & **Finance Operations** and contributing higher rate of growth with **3 years & 5 Months** of experience. * Skilled in Core Accounting Practices, Financial & Accounting Operations inclusive of maintenance of books of accounts, finalization, taxation & audits. * Adhered to accounting controls by following policies and procedures in compliance with legal and regulatory requirements. * Exposure in assessing **Compliance, Financial Accounting and Auditing Standards,** and Company Policies to ensure that company assets were safeguarded. * Knowledge of Financial Procedures, Maintenance & Finalization of Accounts as per statutory requirements and conducting various taxation audits. * Exhibit excellent auditing skills including on-time conduct of audits with minimal supervision, raising and clearing audit issues with management, drafting audit issues and reports. * Strong accounting acumen for the preparation of reports and variance analysis in accordance with **Accounting Standards (AS)**.   **Academic Details**  **2017:** MBA (Finance & HR) from Integrated Management & Technology Business School, Bhopal **2016:** CA from ICAI, New Delhi **2009:** 12th from D.A.V. Public School, C.G.B.S.E Board, Kirandul  **2007:** 10th from D.A.V. Public School, C.G.B.S.E .Board, Kirandul  **Organizational Experience**  **Sept’16 – Present:** Frontline Trading Co., Jagdalpur (C.G) as Accounts and Finance officer .  **Role:**   * Managing day-to-day accounting & book keeping, return filling work, and closing of books of accounts * Supporting internal and external audits by providing information to auditors; undertook internal audit of transactions, where necessary * Preparing tax installment Payments and GST remittances * Developing monthly Stock Audit Report and performing Internal & Statutory Audits * Analyzing financial statements and client documentation in determining appropriate tax treatment * Adhering to monthly/ quarterly/ yearly compliance relating to Income Tax * Administering accounts payable & receivable * Organizing documents for tender related work * Leading Direct & Indirect Taxation matters   **Oct’15-Feb’16:**NMDC Limited, Bacheli, Dantewada as a Contract Employee **Role:**   * Prepared sales invoice, examined Railway Receipt & payment of Royalty, District Mineral Fund, National Mineral Exploration Trust * Assembled and inspected details of dispatched quantity   **Articleship**  **Oct’11 – Oct’14:**GMR & Co., New Delhi as Intern **Audit Assignments:**   * Managed activities related to Taxation, Auditing and Accounting of various companies * Prepared and filed Income & Service Tax and TDS Returns of Corporate / Non-Corporate Units * Engaged in verification of payroll statements of various companies; organized vouching & verification of cash & bank books, rectification of entries and posted transactions to ledger * Regulated Audit Programmers, Internal Audit Reports, Bank Reconciliation Statements, Debtors & Creditors Statements and Financial Statements from Trial Balance * Performed Statutory Audit in Software, Construction, Manufacturing and Consultancy industries * Developed Financial Statements and Audit Reports ensuring compliance with CARO requirements and Tax audit report |