

*Respected Sir/Madam,*

*This is to propose my candidature for Industrial Training/Internship/Job in your esteemed organization. Please find enclosed a copy of my Curriculum Vitae for your kind consideration.*

*During my Articleship period of three years, I have done Statutory Audit, Tax Audit, Gst Audit, Bank Statutory Audit & other assignments in various capacities as Individual, Team Member and would consider myself fortunate if I get an opportunity to prove my competence with your organization.*

*With my proven professional and academic performance, I feel that I would be able to work with confidence, commitment and enthusiasm.*

*Looking forward to hear a positive response from you.*

*Thanking You*

*Sincerely Yours*

*Santosh Kumar Yadav*



# Santosh Kumar Yadav

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E-mail:Yadavsantoshfca@gmail.com



## OBJECTIVES:

*I am Seeking Industrial Training/Job/Internship in an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use my analytical abilities and professional competence in the areas of Accounting, Finance, Taxation and Auditing so as to align self development with organizational development.*

## PERSONALITY TRAITS:

- Co-operating and Co-ordinating in a team environment.
- Initiative and ambit to excel.
- I am loyal & honest as a person.
- Good at bonding.
- Good Oral & Written Communication Skills.

## QUALIFICATIONS:

### Professional Qualification:

Level	Year	Institution	Percentage
CA CPT	DEC 2015	The Institute of Chartered Accountants of India	78%
CA IPCC(BOTH GROUPS)	NOV 2017		55%

### Academic Qualification:

Examination/Board	Year	School/College/Institution	Performance
NEPAL S.L.C BOARD (S.L.C)	2013	Budhanilakantha Sec. Eng. School	83%
NEPAL H.S.E. BOARD (+2)	2015	Merryland H.S.School&college	70%
B.COM	2019	I.G.N.O.U	PURSUING

## Computer Proficiency:

Completed ITT, AICITSS-ITT, AICITSS-MCS & ORIENTATION course prescribed by ICAI at the designated institute.

Working Knowledge of Accounting Software (like Tally, Busy, Catpro) and Zen Spectrum.

Working Knowledge in Internet Networking, Ms Excel, Ms Word & Ms Powerpoint.

## Work Experiences:

Worked as an Article Assistant at **BABBAR & ASSOCIATES**(03/04/2018 to 03/04/2021-3.0 YEARS)

- Major Areas Served Includes Accounting, Auditing, Taxation(Direct Tax & GST) & ROC Works.
- Familiar with Zen Spectrum Income Tax Software.



- *Assisted in Statutory Audit of Canara Bank.*
- *Preparation of Financial Statements of Companies as per revised Schedule iii of Companies Act 2013.*
- *Filling of TDS and Income Tax Returns of Individual and Companies.*
- *Timely Completion of Tax Audit and filing of Tax Audit Reports (Form 3CA/3CB & 3CD).*
- *Timely filing of Gst Compliances & Gst Returns of Clients.*
- *Statutory Audit of Companies under Companies Act 2013 and ROC Filing with MCA.*
- *Accounting entries in Tally.*

#### **Personal Information:**

**Father's Name** : **Mr. Ganga Ram Yadav**  
**Mother's Name** : **Mrs. Amola Devi Yadav**  
**Date of Birth** : **26/Jan/1999**  
**Temporary Address** : **H.N 161, Sector 3F, Sector 3, Vaishali Ghaziabad UP -201010**  
**Permanent Address** : **Duhabi 12-Sitapur, SUNSARI-NEPAL**  
**Nationality** : **Nepali**  
**Languages known** : **English, Hindi, Nepali, Maithili.**