

CA Rajat Jain

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Permanent Add.: H No.10, Near SBI, Kalanwali, Sirsa, HRY-125201

Correspondence Add.:P3-12, ATS Village, Sector 93A, Noida, UP-201301

Language Proficiency: English, Hindi, Punjabi

PROFILE SUMMARY

- *Qualified CA (November, 2018) with strong academic records & experience of handling reputed clients in diverse assignments with a reputed Chartered Accountant firm.*
- *Currently working with HSCC (India) Limited (a subsidiary of NBCC (India) Limited) in compilation and taxation department which mainly includes preparation of financial statement, correspondence with different auditors and compliances with controls for financial reporting.*

ACADEMIC PROFILE

Degree	Institution	Year	Score (%)
CA Final	ICAI	Nov 2018	59.12%
CA Intermediate (IPC)	ICAI	May 2015	51.50%
CA CPT	ICAI	June 2013	78.00%
B.Com	CDLU-Sirsa	2016	59.50%
Higher Senior Secondary	CBSE	2013	86.80%
Senior Secondary	CBSE	2011	CGPA 10.0
Other Qualifications:			
• <i>DIPLOMA IFRS (ACCA)- Pursuing</i>			

EXPERIENCE

A. HSCC (India) Limited (a wholly owned subsidiary of NBCC (India) Limited)-
Construction and consultancy work for Govt. of India Hospitals in India and Outside India

Designation- Executive (F&A) (from March, 2019 onwards), Location -Noida, H.O.

- *Selected through CA campus placement & successfully completed probation period with positive remarks.*

Assignment	Roles & Responsibility	Key Areas Covered
1. Finalisation of Annual Accounts, Quarterly results as per Ind AS and annual reports	Executive- Planning, preparation and execution of Financial Reporting process.	<ul style="list-style-type: none">• Planning, preparation and execution of Financial Reporting process in accordance with Ind AS (IFRS).• Prepared two annual financial statements and six quarterly financial statements well within deadlines with good command over MS excel, word and PPT.• Worked as coordinator in between management and statutory auditor, internal auditor & CAG auditor• Preparation of various data required for notes to financial statements• Finalization and preparation of annual reports
2.Liasioning with auditor and Assist in Implementation of ERP of NBCC	Assistance for auditor and NBCC ERP	<ul style="list-style-type: none">• Interacting with Statutory Auditors/Tax Auditors/ CAG Auditors/ Forensic Auditors• Providing relevant data & Preparation of audit schedules for audit compliance• Reconciliation of ledgers and preparation of MIS• Preparation of General Ledger (GL) code manual.• Analysing of grouping of GL at financial statement level• Assisted in defining control mechanism.• Development of different MIS reports

3. Taxation matters & other several matters	Executive-Compliances with different requirement of Income Tax Act, 1961	<ul style="list-style-type: none"> • Preparation of Tax Audit, Income Tax Returns and other statutory forms based on detailed analysis of applicability of clauses, sections etc. and information through effective co-ordination with various functions • Assisting the seniors and consultants for representation of cases before Assessing Officer, CIT(A), and ITAT • Scrutiny Assessment of AY 2017-18 & AY 2018-19 with nil adjustment
4. Payroll & Trust related Work	Executive- Individual Taxation & Compliance of statutory Payments	<ul style="list-style-type: none"> • Assisted in automation of various Payroll related forms, Investment declaration • Calculation of computation of Employees and issue of Form 16 • Compliance of Provident Fund, Pension, Gratuity & Superannuation payment and reply to EPFO for query • Assisted in Audit of all Trusts and Preparation of Financial Statement and co-ordination with auditor

B. A.N. Garg & Co.- Location - NSP, Pitampura, Delhi
Articleship (Dec 2014 to Oct 2017):

Major Clients	Key Areas Covered/Major Clients
1. Statutory Audits 2. Tax Audits	1. Parker VRC Private Limited (Construction co.) 2. State Bank of Bikaner & Jaipur (Raisingh nagar- chest branch, Gharsana, Bhadurgarh, Bikaner) as Stat Branch Auditor with MOC of Rs. 2.5 Crores NPA account from Loan 3. Petropol Idia Ltd. (Steel Manufacturing Co.) 4. CNC Systems Pvt Ltd. (IT company) 5. Hi-Tech Pipes India Ltd.(Pipes Manufactory Co.)
Direct Tax & Indirect Tax	<ul style="list-style-type: none"> • Various Consolidations of financial statements. • Form 3CA-CD, 3CB-CD for Tax Audit • Form 15CA-CB for Foreign Remittance • Conversion of VAT/ Service Tax registration to GST Number and new registration of GST • GST return filling • Assessment and refund under DVAT against Form –H Export • Internal Audit of various entities like – Chawala Enterprises, Makmaul India Ltd. • TDS Return filling , Online & Offline correction from department • Liasioning with Income tax officer, handling regular and scrutiny assessment of Income tax u/s147 & 143(3) of corporate & Non corporate assessee.

C. Bhuladia & Co.- Location - Sirsa, Hry
Articleship (Oct 2014 to Dec 2014)

ACHEIVEMENTS

- House **Captain** from Year 2010 to 2012
- Awarded **Certificate of Merit** for being among the top 0.1% of successful candidates in **Accountancy** for scoring **94 marks** in Class XII.
- Scored **10 CGPA** in Secondary Level.
- Awarded **3rd rank** at **School Level Quiz Competition**

COMPUTER PROFICIENCY

- Basic Knowledge of MS-Office and internet: Excel, Word and Power Point, Tally, BUSY, SAG- Genius-TDS, Compu Tax, Compu Bal etc.
- Successfully completed 100 hours Information Technology Training Program
- Successfully completed Advanced Information Technology Training Program [**A Grade**]

SKILLS

- Capable of handling work pressures and possess excellent analytical skills
- Impressive communication with good presentation skills, leadership etc.
- Hard working with confidence and having good technical skills.
- Team building attitude, ability to organize and prioritize responsibilities effectively in order to meet deadlines.
- Proactive in identifying and solving complex problems / issues.

PERSONAL INFORMATION

- Date of Birth : 10th FEB 1996
- Marital Status : Single
- Interest : Playing Cricket and Football, Bike Riding, Drawing & Social activities.