

SUMIT KUMAR
MBA(Finance)
CA (Inter), B.Com(H)

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Mob No. +919873429141

PROFILE

Job Title : **Accounts, Taxation & Audit**

Objective : **Contribute to an ambitious organization where my potential Can be explored to its best and my efforts are rewarded.**

Qualification : **MBA(Finance & HR), CA(Inter) & B.Com(H) with 5 yrs+ Experience in Accounts, Taxation & Administration.**

PERSONALITY TRAITS:

- Good Listener and solution provider.
- Ability to coach team members.
- Loves taking on new challenges and lead from the front.
- Strong Communication and inter-personal skills.
- Adapt a structured approach

EDUCATIONAL BACKGROUND:

| YEAR OF QUALIFYING | NAME OF EXAMINATION PASSED | NAME OF THE BOARD/UNIVERSITY/ INSTITUTION |
|---------------------------|-----------------------------------|--|
| 2018 | MBA(Finance & HR) | Swami Vivekanand Shubharti University, Meerut(UP) |
| 2012 | CA (Inter) | The Institute of Chartered Accountants of India, Delhi |
| 2008 | B.COM (Hons.) | Magadh University, Gaya (Bihar) |

COMPUTER PROFICIENCY:

- Proficient on internet, email & **e-filing of various statutory forms/returns**
- Working knowledge of MS-office (**excel**, word, PowerPoint etc.),
- Efficient in working with Tally **ERP 9**, Computax (ITRs & TDS) taxation software
- Completed 250Hrs. Compulsory Computer Training (CCT) conducted by ICAI

WORK EXPERIENCE:

Organisation

Designation

- | | |
|---|--------------------------------|
| • Brajmohan Singh & Associates From Feb 2017 to till date | Working As a Team Leader |
| • Credible Professional Services Pvt. Ltd. From Jan 2012 to Jan 2017. | Worked As an Accountant |
| • M/S D. Lal Chopra & Co. (Chartered Accountants) From March 2008 to Sept. 2011 | Worked As an Article Assistant |

WORK PROFILE:

ACCOUNTING & BOOK KEEPING:

- Finalization of financial reports (Balance Sheet ,P&L A/c, Cash flow , Etc,)
- Maintaining books of accounts on day to day basis as per applicable standards
- Preparing monthly and annual reports
- Complying TDS & GST requirements
- Resolved queries and maintained closed interaction with different business units

TAXATION

- Income Tax returns, computations and E-Filing (Individual, Firms, Trust, Companies).
- Form 15CA, 15CB etc
- TDS matters including eTDS returns.
- GST matters – registrations, returns and issuance of statutory forms and assessment.

AUDIT

- Statutory Audit & Internal Audit : ICICI Bank Ltd.
- Stock Audit of Big Bazar, Snap Deal, Big Apple, Relince Etc.
- Salary & Wages Audit of Snap Deal
- Physical Verification of Fixed Assets TITEN Watch
- Contributed to finalise all types of audits i.e. Internal, Tax as well as Statutory Audit.
- Finalized Balance Sheets of all type (Corporate as well as Non – corporate) of allotted clients

ROC

- Incorporated more than 50 companies including OPC & LLP
- Annual Filling of accounts
- Changes of Name, Registered Office, Increase in Capital, alteration in Main Object, Changes in Directors & Transfer of share
- Closure of Company
- Other ROC related compliances

PERSONEL DETAILS:

Name: Sumit Kumar
Date of Birth: 05/12/1988
Father's Name: Dr. Vishwanath Sharma
Current Address: S – 611C, 2nd Floor, Nehru Enclave, School Block, Shakarpur,
New Delhi – 110092.
Permanent Address : Infront of Eastern Gate Of D.M. Residence, Gaya,
Bihar – 823001.

Date: -

Place: - New Delhi

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