



HITESH SENGAR

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CAREER OBJECTIVE

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency and seeking to join corporate to provide excellence in the field.

ACADEMIC QUALIFICATION

- M.Com. in 2010 from DBRAU, Agra First Division (Gold Medal)
- B.Com. in 2008 from DBRAU, Agra First Division
- XII (commerce) in 2005 from UP Board First class
- X (science) in 2003 from UP Board Second class

COMPUTER PROFICIENCY

One year Computer diploma as "Diploma in Office Automation and Publishing" (MS Office, Tally, DTP) from Rajeev Gandhi Computer Sakshrta Mission

PROFESSIONAL QUALIFICATION

CHARTERED ACCOUNTANCY

- IPCC Qualified in May 2012
- CPT Cleared in Nov 2010

ARTICLESHIP EXPERIENCE

Worked as Article with Devnidhi Arya & Associates, Delhi from 14 August 2012 till 13 August 2015

Major Clients Handled

- BURGEON SECURITES PVT. LTD. from Aug 2012 to March 2013 as an Accountant
- SHARDA UNIVERSITY from April 2013 to May 2013 as a Statutory Audit Assistant
- GREENWORLD INTERNATINAL PVT. LTD. from June 2013 to October 2013 as an Internal Auditor Assistant
- ACCELERATED WAREHOUSING LOGISTICS PVT. LTD. From November 2013, as an Internal Audit Assistant, till December 2014
- Office work from June 2015 to Aug 2015 ----

Responsibilities includes

- Calculation & deposit of TDS and Service Tax and DVAT together with filing
 - Preparation of MIS
 - AR and AP preparation
 - Reconciliation of Bank/Parties
 - Co-ordination with Parties
 - Auditing of Books of Accounts
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WORKING EXPERIENCE

- Worked with DEVNIDHI ARYA & ASSOCIATES, Delhi as an Audit Assistant/Accountant from June 2017 to July 2018

Major Clients Handled

- ROYCE PROMOTER & DEVELOPERS PVT. LTD. As a Statutory Audit Assistant
- ECOGREEN ENERGY PVT. LTD. as a Statutory Audit Assistant
- NIRVANA RECYCLING PVT. LTD. as a Statutory Auditor Assistant
- CHRYSILLA BUILDERS & DEVELOPERS PVT. LTD. as a Statutory Auditor Assistant
- BELLANCA BUILDERS & DEVELOPERS PVT. LTD. as a Statutory Auditor Assistant
- PARAMOUNT RECYCLING COMPANY (Partnership Firm) as a Statutory Auditor Assistant
- ROYCE DEVELOPERS PVT. LTD. as a Statutory Audit Assistant
- FLEXISPACE BUSINESS SOLUTIONS PVT. LTD. as a Statutory Auditor Assistant
- Worked with ROYCE DEVELOPERS PVT. LTD., Ghaziabad as an Accountant from August 2018 to October 2019
- Working with NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Panchkula, Haryana as an Assistant Accountant from November 2019 to December 2020

Responsibilities:

- Audit the financial statement, preparation of audit report.
- Computation, and payment of Income Tax and Income Tax Return Filing of Companies, Partnership Firm, Individual, Trust
- Preparation of MIS
- Reconciliation of Parties
- Preparation of Builders Buyer Agreement and demands and Co-ordination with clients

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- Management of fund
 - Day to day financial control
 - Noting, Drafting, and Examination of Files
 - Bank Reconciliation
 - Book Keeping in Tally
 - Preparation of Staff Salaries
 - Computation, Preparation and Filling of GST Returns
 - Computation, and payment of TDS and TDS Return Filling
 - Comparison and Analysis of Budget
 - Preparation and finalization of financial statements
 - Administration Related Work

PERSONAL DETAILS

- Date of Birth : 5th Feb, 1987
- Father's name : Mr. Hari Om Sengar
- Mother's Name : Mrs. Gayatri Devi
- Father's Occupation : Agriculture along with Electrician
- Mother's Occupation : Housewife
- Languages known : English, Hindi
- Permanent address : Village - Sitari, Post - K.G.W. Sasni
District - Hathras, U.P.-202139
- Communication add. : Ho. No.-L7, IIInd Floor, Vijay Chowk,
Laxmi Nagar, Delhi - 110092

HOBBIES


- Listening music & Watching Movies, Riding Motorcycle/Cycle.

PERSONAL ASSETS

My strength may be marked with four words:-

- Punctuality
- Integrity
- Innovation
- Initiative

These are the four PI with which I work.



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