



ASHISH SHUKLA

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✓ **Career Objective:**

To associate with a progressive organization and pursue challenging careers where my skill and experience can be best utilized for the growth of the organization and grow along with the organization.

✓ **EDUCATION QUALIFICATION**

Degree	University/School	Year
CA	ICAI , DELHI	2014
B-Com(P)	Delhi University	2007
XII	CBSE Delhi	2004
X	CBSE Delhi	2002

- ✓ Compulsory Computer Training (CCT) of 250 Hrs. From ICAI.
- ✓ General management & Communication skills (GMCS) Course from ICAI.

Article ship (Practical Training) - April 2008 – April 2011

✓ **PROFESSIONAL EXPERIENCE**

MM & CO. (CA Firm), **May 2011 – May 2017**

Roadways India Limited (RIL) **May 2017 to Mar 2018**

RDS Project Ltd. **April 2018 to July 2018**

Haiko Logistics India Pvt Ltd. **July 2018 to Sept 2018**

Currently working as a Freelancer, **Nov 2018 to Present.**

✓ **Roles & Responsibility-**

Statutory Audit of Companies.

- Performed Scrutiny of ledgers of various expenses.
- Extensively checked revenue of organization.
- Comprehensive checking of TDS deducted and deposited all over the year and its consolidation.
- Checking of VAT/GST payable and paid all over the year and its consolidation among various branches.
- Verification of Loans and Borrowings with interest.
- Comprehensive checking of TDS deducted and deposited all over the year.

Statutory Audit of Bank of India

- Physical Cash verification and verification of Post Dated Cheque.

- The Joint Custodians are opening the cash safe/ cash vault.
- Any unrecorded security documents or objects are placed in the cash safe.
- The TDS certificate is issued and Form 15G/ 15H is collected and sent on time.
- The branch has a copy of the Insurance Policy obtained by their corporate office.
- The branch is taking a confirmation of balance from other banks in which they are maintaining an account.
- Proper maintenance of Confidential Reposts and NOCs from existing bankers.

Stock Audit of various branches of Different Banks.

- Physical Verification of inventory and its reconciliation.☐
- Reporting of Obsolete, non-moving and extra stock to management.☐
- Physical Cash verification and verification of Post Dated Cheque

Internal Audit

- Verification of procurement process along with vouching of purchase.
- Quarterly reporting on Statutory like TDS, ESI EPF, etc.
- Verification of Loans and related payments in relation to instalment and calculation of interest accordingly.
- Statutory **audit, accounting, & taxation compliances** for diverse set of clientele across sectors ranging from manufacturing to services.
- Preparation of **Income tax Returns** for Individuals, HUF, and Companies.
- **Tax Audit** of clients from various industries like manufacture etc.
- Managing of books, Reconciliation of FDRs along with interest received and receivables with FDs and bank
- **Statutory Compliance:** Preparing tax returns of clients and communicating with clients to explain tax issues, keeping clients compliant with their tax obligations.

SPECIAL ASSIGNMENTS

- Evaluating internal control systems / procedures; preparing reports with a view to highlight the shortcomings and suggesting necessary recommendations.
- Prepared financial statements including Trial Balance, Profit & Loss A/c, Accounts Payables & Receivables Statements, Balance Sheets, Cash Flow Statement, etc/. and looking after finalization of accounts.
- Preparation of monthly Bank Reconciliation Statements.
- Handling the Credit Control Department (CCD) in Roadways India Limited.
- GST Returns and TDS Work.

Experience of working On Accounting Software's like SAP, TALLY, Oracle and e-freight.

PERSONAL DETAILS

Date of Birth: 27th June 1986

Address: WZ-50/A, Vashisht Park, Pankha Road, Street No.13, New Delhi-110046.

Languages Known: English & Hindi

Declaration: I hereby solemnly declare that all the statements made above are true and correct to the best of my knowledge.

ASHISH SHUKLA