

**CAREER OBJECTIVES**

Seeking challenging assignments in the domain of Account, Finance, Auditing & Taxation with growth oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals

**WORKING EXPOSURE**

**Worked as an Article Assistant in Rakesh Raj & Associates (from March 2014 to Feb 2015)**

**Worked as an Article Assistant in Garg Garg & Associates (from March 2015 to March 2017)**

**Highlights:**

## Statutory Audits

- Analysis of Draft Financial Statements including notes to accounts
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance

## Bank Audits

- Make documentation of audit papers
- Preparation of **Long Form Audit Report (LFAR)**

## Tax Audits

- Preparation of Form **3CA**, **3CB** and **3CD** reports.
- Compliance with TDS Provisions

## Major Clients Handled

<b>Name of Client</b>	<b>Assignment</b>	<b>Responsibility</b>
Imperial Industries Pvt Ltd (Faridabad)	Statutory Audit & Compilation of Balance Sheet	Team Manager
Bony Polymers Pvt Ltd	Statutory Audit	Team Member
K.D.B.	Internal Audit	Team Member
Vita Milk Coperative Society Ltd	Internal Audit	Team Manager
Government Hospital	Statutory Audit	Team Member
Companies, Trust & Individual	Tax Audit & Assessment	Team Member
Bank of Bikaner Bank	Branch Audit	Team Member

**Worked as an Consultant (Accounts & Finance) in CA Rakesh Dhall & Associates (from Feb 2018 to Sep 2019)**

Responsibilities: Complied Statutory Laws like GST, ITR RETURN and TDS. To co-ordinate with statutory auditor for finalisation of books of accounts & Review work for senior accountant.

**Worked as an Consultant in CA Sanjay Satpal & Associates (GREEN PARK, NEW DELHI) (from Nov 2019 to April 2020)**

Responsibilities: Working in **NBCC LTD** regarding work **SPECIAL AUDIT**

### **Synopsis**

- ☐ Read Share Market News Daily & gain knowlege about share price fluctation
- ☐ Read Business standard daily, special emphasis to personal finance
- ☐ Updated with GST provision

### **Professional Qualification**

<b>Qualification</b>	<b>Institution</b>	<b>Year of Passing</b>	<b>% Marks</b>
C.A – FINAL(Group 2)	ICAI	2020	57.5%
C.A – FINAL(Group 1)	ICAI	2018	59.75 %
<u>BCOM</u>	<u>Delhi University</u>	2018	55.05%
C.A. – IPCC(Group 2)	ICAI	2015	56.66 %
C.A. – IPCC(Group 1)	ICAI	2013	52.75 %
C.A. – CPT	ICAI	2013	51 %
XII	C.B.S.E Board	2012	83 %

### **ACHIEVEMENTS**

- Got appreciation from seniors and from clients during Article ship training
- Got exemptions in **SFM,ISCA ,FR & Direct Tax paper of CA Final.**

### **COMPUTER LITERACY**

- Successfully completed 100 hours of Information Technology Training in accordance with the requirements of “The Institute of Chartered Accountants of India.”
- Comfortable in working with various Windows based packages like MS Office and Accounting packages like Tally and Busy Software etc.

### **PERSONAL DETAILS**

Father's Name : Mr Brij Bhushan Mittal  
Date of Birth : 25-07-1994  
Nationality : Indian  
Language Known : English, Hindi  
Address : House No.20,Gita Colony,Kurukshetra

I do hereby declare that the above mentioned information is correct up to my knowledge.

**Date: 04.02.2021**

**Place:Kurukshetra**

**(Amit Mittal)**