

CA Manish Kumar Jain

842, Veer Savarkar Block, Saraswati Vihar, Gurgaon- 122002

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**Career Objective:**

- To perform best in the organization and there by contributing towards goals and expectations. To attain a position that affords me opportunity to acquire knowledge and skills.
- To grow and prosper as my career progresses.

Professional Qualification:

- C.A. : Cleared in July, 2013 with 52.38% from ICAI.
- C.S. Inter : Cleared in Feb. 2012 with 54.33% from ICSI.

Academic Qualification:

- B. Com : Cleared in June, 2010 with 63.78% from M.D.S. University.
- H.S.C. : Cleared in May, 2007 with 70.31% from RBSE.
- S.S.C. : Cleared in May, 2005 with 65.67% from RBSE.

Other PSU exam:

- **Oil and Natural Gas Corporation Limited (ONGC)** exam cleared in April, 2013 for the post of “**Junior Assistant (Accounts)**”.

Career Path:**Post Qualification:**

- I have worked with **Selfin India Financial Services Pvt. Ltd.** at **Mumbai** as a “**Senior Manager (Finance & Accounts)**” from Jan.2021 to Aug.2021.
- I have worked with **DB Corp Ltd. (Dainik Bhaskar Group)** at **Bhopal** as a “**Deputy Manager (F&A)- P2P (Accounts Payable)**” from May, 2018 to Jan. 2019.
- I have worked with **Insulators & Electricals Company (Unit of Hindustan Urban Infrastructure Ltd.)** at **Bhopal** as an “**Assistant Manager (Accounts)**” from Dec. 2016 to April, 2018.
- I have worked with Operational and Management Department in **Modern Insulators Limited, Abu Road (Rajasthan)** as an “**Internal Auditor**” from July, 2014 to Nov. 2016.

Pre-Qualification:

- I have worked with **Birani & Associates, Bhilwara (Raj.)** as a “**Tax Assistant**” from Feb. 2012 to Oct. 2013.

Area of Experience:**I. Accounts:**

- 1) Reconciliation/ Scrutiny of various accounts ledger such as: receivables, payables & expenses.
- 2) Supervising of proper accounting treatments & proper document filing.
- 3) Preparation of Monthly Stock Statement.
- 4) Preparation and Analysis of Financial Statement.
- 5) Monitoring on day-to-day accounting work (like vouching and Journal accounting checking, bill passing) etc.
- 6) Preparation of Monthly Reconciliation Statement (BRS).
- 7) Preparation of Daily fund report to management.

II. Taxation:

- 1) Calculate & deduct of TDS/ TCS amount & challan submitted on timely and review of TDS/TCS Return.
- 2) Proper calculate & treatment of GST and review of GST Return.

III. Costing/ Budgeting:

- 1) Preparation of Daily Report.
- 2) Preparation of General MIS.
- 3) Preparation of General Budget and Target.

IV. Audit:

- 1) Audit of sanctioned payment of contract labour, store material supplier.
- 2) Audit of all vouchers like expenses & Incomes etc.
- 3) Preparation of monthly report regarding observation during the period and submitted to management.
- 4) Inventory analysis on monthly basis.

Articleship Experience:

Worked with N. Jagetia & Associates, Bhilwara (Raj.) as an Articled Assistant for the period from March, 2008 to Sept. 2011.

As an Articled Assistant work experience:

- Statutory Audits and Tax Audits of various corporate entities.
- Drafting of Financial Statement of various entities.
- Accounting & Taxation Work.
- Income tax Return filing & TDS related work.

Skills & Computer Proficiency:

- Ability to maintain professional relationships with staff.
- Advanced diploma in Computer Application from Jyoti College of IT & Management, Bhilwara (Raj.).
- Basic Computer knowledge (MS Office – MS Word, MS Excel, Internet).
- Experience of working with Tally, ERP systems & SAP.

Hobbies:

- Participated in Social Activities.
- Listening Music & Travelling.

Personal Details:

Date of Birth	:	09.02.1990
Sex	:	Male
Language	:	Hindi, English, Regional (Mewari - Rajasthani)
Fathers Name	:	Sh. Jai Kumar Jain
Father's Occupation	:	Businessman
Address (P)	:	VPO. Mahua, Tehsil: Mandalgarh, Dist. Bhilwara (Rajasthan)
Contact No.	:	9783240014/ 7987504520
Nationality	:	Indian
Marital Status	:	Married on 12.05.19

If given an opportunity to work with your organization, I assure to work with commitment and dedication. Please let me know if any further information is needed, I would be obliged to send you the same.

Thank you for your consideration.

Yours sincerely,

Manish Jain