



## CAREER OBJECTIVE

- To learn from new and changing environment and implement the learning in order to utilize the prospective opportunities and put measures to curb the risk for the organization.

## WORK EXPERIENCE

**November 2019 to Present**

***M/s. Vikas Umesh & Company,  
Chartered Accountants,  
Laxminagar, New Delhi  
(Partner)***

### Nature of Work

Providing end to end solution to various clients related to GST and related to MCA  
Conducting Audit of various entities  
Providing training to newly recruited team  
Preparation of documents and various Management Reports

**April 2017 - October 2019**

***M/s. Vikas Rai,  
Chartered Accountant,  
Laxminagar, New Delhi  
(Prop.)***

### Nature of Work

Providing end to end solution to various clients related to GST and related to MCA  
Conducting Audit of various entities  
Providing training to newly recruited team  
Preparation of documents and various Management Reports

**From Sept 2016 to, Feb 2017**

***M/s. Prakash Sachin & Company,  
Chartered Accountants,  
Barakhamba Road, New Delhi  
(Audit Manager)***

### Nature Of Work

Conducting and supervising Audit assignments  
Conducting and supervising Due Dilligence  
Preparation of documents and various Management Reports.  
Conducting & Supervising Concurrent Audit.

**December, 2011 - July, 2016**

**M/s. Sai Hitech Advertising Private Limited**  
**Advertising Company, Delhi**  
**(Account Executive)**

**Work Area**

- ☐ Handling Accounts and preparation of various reports for day to day functioning of the company.
  - ☐ Dealing with Company's Bankers, Statutory Auditors, Creditors and Debtors.
- E-Filing of Service Tax Returns & TDS Returns

**May, 2008 - November, 2011**

**M/s. Kamalendu & Associates,**  
**Chartered Accountants, Ghaziabad**  
**(Article Assistant)**

**Exposure during Training Period**

- ☐ Conducted Statutory Audit, Tax Audit, Concurrent Audit of Private Limited Company, Bank, Proprietorship Firms and Partnership Firms.
- ☐ Prepared documents for getting registration under DVAT Act, UP VAT and Finance Act, 1994.
- ☐ In addition to above, I was also engaged in book keeping service, accounting service and various reconciliation statements for various clients.

**Major Assignments handled-**

<b><u>S.No.</u></b>	<b><u>Nature of Industry</u></b>	<b><u>Work Handled</u></b>
1.	Advertising Sector	Accounting, Taxation & Audit
2.	Manufacturing Sector	Fraud Investigation
3.	Service Sector	Accounting, Preparation of Reconciliation Statements and various Management Reports.
4.	Banking Industry	Concurrent Audit.

<b><u>ACADEMIC &amp; PROFESSIONAL QUALIFICATION</u></b>
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<b><u>Institution</u></b>	<b><u>Level</u></b>	<b><u>Year</u></b>	<b><u>Percentage Obtained</u></b>
Institute of Chartered Accountants of India (ICAI)	Final ( Group-II)	May, 2016	59%
	Final ( Group-I)	Nov, 2014	54%
	PCC(Both Groups)	Nov, 2011	52%

<b><u>Institution/Board</u></b>	<b><u>Course</u></b>	<b><u>Year</u></b>	<b><u>Percentage Obtained</u></b>
U.P. Board	Higher Secondary	2007	68%
U.P. Board	Secondary School	2005	59%

**Computer Proficiency**

Working Knowledge of MS-Office, Tally ERP 9 and completed 100 Hours ITT Training Programme conducted by ICAI.

**Key Skills & Attributes**

- ☐ Lead a time as a Team Leader to achieve the desired objective.
- ☐ Strong Interpersonal Communication Skills.
- ☐ Adapts easily to new circumstances.
- ☐ Work hard to meet deadlines.
- ☐ Tactful with abilities to work in multi-cultural environment.

**Personal Details**

- ☐ **Date of Birth:** 28<sup>th</sup> February, 1990
- ☐ **Hobbies:** Reading Books and other published material to improve and to update
- ☐ **Languages Known:** English, Hindi
- ☐ **Mobility:** Anywhere in India

(CA. VIKAS RAI)