



PRINCE JAIN

Mobile: +91-8295968545

Email: Aryan.rewari123407@gmail.com

CAREER OBJECTIVE

To ensure work efficiency with my utmost honesty, sincerity and efficiency, thereby using my potential and level of expertise in growing up along with the organization. Looking for an organization where I can enhance my knowledge and from my academic learning give my best for the growth of the organization.

ACADEMIA

Year of passing	University/Board	Degree/Class	Institute/School	Result
2017-2019	IGNOU	M.COM	IGNOU	60%
2012-2015	Delhi University	B.COM	School Of Open learning	55%
2012	C.B.S.E	12th	Holy Child Public School	91%
2010	C.B.S.E	10th	Holy Child Pubic School	90%
2020	Institute of Chartered Accountants of India (ICAI)	CA	Institute of Chartered Accountants of India (ICAI)	54%

➤ UGC NET QUALIFIED IN COMMERCE

TECHNICAL SKILLS

- ☐ Knowledge of MS Office: Word, PPT, Excel.
- ☐ Good Communication Skills and sound writing skills in English, Hindi

ARTICLESHIP

I have completed my Articleship of 3years under the guidance of CA Rajeev Jain, M/s Rajeev Naveen & Co. (Period: 6thFeb 2014 to 23th Oct 2014) and CA Jatin Saini, Jatin Saini & Associates. (Period; 24th Oct 2014 to 5th Feb 2017). The firms are providing services in the field of Audit, Taxation and managerial consultancy etc.

A snapshot of assignment handled during my Articleship period is highlighted below:-

- Preparation of all Returns required under Service Tax return under Service Tax Rules,1994.
- Registration of Service Tax under Service Tax Rules, 1994
- Preparation of all returns of Income tax Required under Income Tax Act, 1961

PROFESSIONAL WORK EXPERIENCE

TAX ASSITANT – FEBRUARY 2018 -JULY 2018

EMPLOYERS NAME – KAPIL GUPTA & COMPANY, BAWAL

Duties:

- ☐ Filing of Income Tax return of individual , HUF, Proprietor, Partnership
- ☐ Filing of GST returns Such as GSTR-1, GSTR-3,GSTR-4 etc.
- ☐ Preparation and Finalization of Balance Sheet and P&L etc.

AUDIT ASSITANT-AUGUST 2018-APRIL 2020

EMPLOYERS NAME – DALEEP BHATIA & COMPANY, DELHI (Auditor Jaquar Group)

Duties:

- ☐ Examination of transaction of Purchases and Expenses as Per Standard operating Procedure .
- ☐ Checking the compliance of transaction as per GST Act.
- ☐ Prepartion of MIS Reports in excel.
- ☐ Checking the compliance of transaction as per Income Tax Act and various other Laws.
- ☐ Preparation of Audit Query Sheet .
- ☐ Conducting HR audit and Checking Calculation PF ,ESIC And bonus

EMPLOYERS NAME – ANT & ASSOCIATES Manesar (June 2021) (currently working)

Duties:

- ☐ Preparation and Finalization of Balance Sheet and P&L etc.
- ☐ Preparation various reports For decision making
- ☐ Preparation of GST data
- ☐ Preparation of GST return Like gstr-3b,gstr-1,gstr-9

KEY SKILLS AND COMPETANCIES

- ☐ Detail orientated with a high degree of accuracy
- ☐ Able to inspire the trust of others
- ☐ Can work effectively in team, as well as in individual role and also as a leader

PERSONAL DOSSIER

Date of Birth: 20.09.1994
Permanent Address: H.No-123/5, Shakti Nagar, Rewari, Haryana- 123401
Language: English & Hindi

DECLARATION

I adhere that the information provided in this document is true to the best of my information and belief.

Date:

Place:

PRINCE JAIN