

**Praveen Kumar Joshi**

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**Objective**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objective and also attain my career targets in the progress.

**Professional Qualification**

Qualification	University/Board/Institute	Year of Passing
CA-PCC	The Institute of Chartered Accountants of India	2012
MBA-Finance	Sikkim Manipal University-Distance Learning	2016

**Educational Qualification**

Qualification	University/Board/Institute	Year of Passing
B.Com	Delhi University	2010

**Internship Details**

- Worked with Param Associates as Audit Executive for the period December 2007 to March 2011 in accounts department. Job profile included finalization of various audit assignments, Client Interaction and reporting to the Audit Manager/Partner.
- Worked in Kamal and Co as Audit Assistant from May 2017 to April 2018
- Worked in Kumar Khare & Co as Account Executive from June 2018 to Jan 2020
- Working in First Fiddle Restaurant as Sr Accountant From Jan 2020 to Aug 2020
- Working as Sr Accountant in Deepak Associates from Sept 2020 to Aug 2021

**Work Experience**

- Preparation of Balance Sheet, Schedules, Computations, 3cd Tax Audit Reports & Notes to accounts for Companies, Proprietor and Individuals.
- Preparation GST Returns GSTR 1 GSTR 3B GSTR 9 and payment of GST Challans
- Preparation of TDS Returns 24Q 26Q 27EQ 27Q, Revisions of TDS returns and payment of TDS Challans.
- Application of GST Registration, TAN, PAN

- Preparation of Income Tax Returns (ITR) of Individuals and Business/Professionals and payment of Self-Assessment Challans
- Analysing the books of accounts, journal and vouchers including ledger scrutiny.
- Vouching & Verification of vouchers.
- Computation of Income Tax Liability
- Physical verification of stores, fixed assets of Airport Authority of India (AAI).
- Preparing Physical verification reports.
- Internal audit of Airport Authority of India (AAI) & Satluj Jal Vidut Nigam Ltd (SJVN).
- Internal audit of Coca Cola India Franchisees

### Technology Summary

- ♦ MS- Office (Word, Excel and Power point), Tally Prime, Taxmann TDS Software, Dynamics ERP Software, Computex , Genius

### Personal Qualities

- Quick Learner, highly motivated and enthusiastic
- Enjoy working in Team Environment, showed good team spirit and leadership quality
- Initiative, dedicated, well decisive and flexible to work in any environment with good interpersonal skills

### Personal Details

- ♦ Date of Birth: 20<sup>th</sup>October, 1987
- ♦ Language Proficiency: English and Hindi
- ♦ Marital Status: Married

I hereby declare that the above-mentioned details are true to best of my knowledge and belief.

**(Praveen Kumar Joshi)**