
PERSONAL PROFILE

I am an energetic, ambitious person who has developed a mature responsible approach to any task that I undertake, or situation that I am presented with. As a **Master Degree in Commerce (Finance) and Semi-Qualified CA** with experience in **Accounting, Taxation and Auditing**, I am excellent in working with others to achieve a certain objective on time and with excellence.

ACADEMIC PROFILE

I have completed High School and Intermediate from the South Delhi and Graduation in B.Com (Hons) from the esteemed DYAL Singh College, Delhi University and M.Com (Finance) from Subharti University. I have also cleared both Groups of IPCE (CA-Inter) with 100 Hours of Computer Training and 35 Hours of Orientation Programs of Institute of Chartered Accountant (ICAI). I have also done two diplomas from F-TEC Malviya Nagar, Delhi in "Financial Accounting and Web Designing & Documentation". I have also worked on different Industries Software like MS-Office (mainly on Excel and word), SAP, Finacle (Banking Software) and Tally.

I also got an Appreciation certificates from the Volunteer committee to manage the work of XIX COMMON WEALTH GAMES held at JLN Sports Complex, Lodi Road, Delhi in the year 2010 as Logistic Assistant and 2005 SPECIAL OLYMPICS BHARAT NATIONAL GAMES and I also got 1st position in 800 meters Race Under-14 in Zonal and School level, Inter House Cricket and Volley Ball Tournament.

ACADEMIC DETAILS

QUALIFICATION	UNIVERSITY	COLLEGE	Year	PERCENTILE	REMARKS
CA - INTER	ICAI	ICAI	2011	56	
M.COM	Subharti University	Subharti University	2014	68	Got 80 Marks in Financial Accounting.
B.COM (H)	Delhi University	Dyal Singh College (Day)	2011	55	Got more than 70 marks in Financial Accounting, Cost Accounting and Financial Management .
HIGHER SENIOR SECONDARY (XII)	CBSE	Balvant Rai Mehta Vidhya Bhawan	2007	62	Got Distinction in Accounts and Math .
SENIOR SECONDARY (X)	CBSE	Balvant Rai Mehta Vidhya Bhawan	2005	59	Got Distinction in Math and Social Science .

DIPLOMA AND CERIFICATES DETAILS

QUALIFICATION	INSTITUTE	YEAR	GRADE/ MARKS
FINANCIAL ACCOUNTING	F-TEC	2008	A+
DIPLOMA IN BASIC COMPUTER	F-TEC	2007	A
COMPUTER TRAINING COURSE	ICAI	2009	62 %
ORIENTATION PROGRAM	ICAI	2009	A

APPRECIATIONS CERTIFICATES

PARTICULARS	PLACE	POSITION	YEAR
XIX COMMON WEALTH GAMES	JLN SPORTS COMPLEX	LOGISTIC ASSISTANT	2010
SPECIAL OLYMPICS BHARAT NATIONAL GAMES	JLN SPORTS COMPLEX	-	2005
ZONAL UNDER – 14 RACE	ZONE LEVEL	FIRST POSITION	
INTER HOUSE CRICKET	SCHOOL	FIRST POSITION	
INTER HOUSE VOLLEY BALL	SCHOOL	FIRST POSITION	

WORK DETAILS

1. ESCON INDUSTRIES (RUBBER INDUSTRIE)

- 15.11.2017 to till dated
(Senior Account Executive)

• Preparing Trading, Profit and Loss Account on monthly basis and showing to the management after calculating the closing stock in advance excels.	
• Passing Entries of Sales, Purchase, Bank, Cash and Journal in Tally ERP Software on daily basis.	
• Making Debit Note against excess rate charge by Vendors after checking the Purchase orders and Credit Note against Freight forwarding charges paid by client after checking the sale orders.	
• Deducting TDS as per the sections applicable and depositing the same in the next month as per the provision of Income Tax and preparing the Quarterly TDS returns on Webtel Software and submit the same to the TDS center.	
• Filing GSTR – 1 monthly against outward supplies made in the last month after inserting the details of credit notes issued, Advance received from the customers.	
• Reconciling the GST – 2A with Purchase bills received in the last month and making the list of pendency with the reason on the purchase bill received by doing a con call to the suppliers.	
• Calculating GST Payable amount on monthly basis after adjusting Inputs available in GST-2A and Purchase and Expenses Bills received and generating the challan for the GST Payable amount through GSTR – 3B after putting the entire calculated amount with reverse charges applicable and depositing the same GSTR – 3B.	
• Preparing Final Costing sheet for Conveyor Belts, V belts and Mud loaders on Monthly basis via Reconciliation of Pieces and Inches mentioned in production reports for V Belts and For Conveyor Belts Checking Monthly consumed stock by formulation provided by the factory.	
• Generating Outstanding of customers on Monthly Basis and discussing it with the Management and following the sales managers as per the payment schedule.	
• Submitting Rubber Board return Monthly, Half Yearly and Annual Returns i.e. Form K, L and M of Rubbers purchase and consumed.	
• Coordinating with Statutory and Tax Auditor and their Assistant for any documents required by them for Annual Audit of Balance Sheet and Tax.	
• Generating E-Way bill against outward supplies done and materials received in the factory.	
• Making Cheques, NEFT and RTGS for Payment to Vendors and other service providers.	
• Coordinate with Bank officials for urgent Banking works related to Import and exports documents submission.	
• Preparing documents for Budgetary Support from central government to SEZ Industries.	
• Depositing EPF and ESIC challan before due date.	• Making salary transfer sheet on monthly basis.
• Making full and final settlement of employees who left.	

2. PIFORE PVT LTD (Business Services)

- 15.11.2016 to 03.10.2017
(Senior Account Executive)

• Handling day to day accounting work.	• Preparing monthly financial statement and updating MIS & EIS daily.
• Passing entries in Tally ERP-9.	• Maintaining all receipts, payments, sales & purchase transactions from all branches.
• Updating day to day accounting entries in system.	• Receivables and Payable Management
• Thorough knowledge of stock management and stock transfer	• Handling Statutory / Internal Audits and Tax Assessment Proceedings
• Filing Income Tax returns of difference person.	• Computation of Monthly TDS/Service Tax/VAT Liability and its remittance
• Computation of Quarterly Advance Income Tax and ensuring its remittance	• Filing of Monthly/Quarterly/ Yearly e-TDS returns & GST Returns.

3. TRISQUARE SWITCHDEARS PVT LTD (Electric Equipment's)

– 14.03.2016 to 13.11.2016
(As an Account Executive - Finance)

JOB DONE as Account Executive

• Checking and Monitoring of Vendors Accounts i.e. Payment, Reconciliation & Advances etc.
• Checking and Monitoring of Statutory Liabilities payables accounts and depositing it on time to the different departments after taking Input. i.e. Sales Tax (HVAT & CST) & Service Tax.
• Checking and Monitoring the deduction of different heads of TDS i.e. Contractor, Professionals, Rent & Transporter etc

<ul style="list-style-type: none"> • Checking and Monitoring of Reverse Charge memorandum and payable accounts on Service Tax i.e. Legal Services, Rent a Cab Operators & Manpower Supply.
<ul style="list-style-type: none"> • Checking and Monitoring of EPF Payable and ESIC Payable accounts and depositing it to the departments.
<ul style="list-style-type: none"> • Making payment to different purchase and service vendors via through Cheques and RTGS.
<ul style="list-style-type: none"> • Issuing Different forms of Sales Tax Quarterly to the vendors and receiving the same from the client to make the Sales Tax assessment of company on time. i.e. Form C, F, H, E-1 etc.
<ul style="list-style-type: none"> • Monitoring and making payment of General Expense i.e. Mobile, Electricity and WI-FI Bills on Time.
<ul style="list-style-type: none"> • Maintaining and Monitoring of Bank and Cash Balances as per the requirements of the organization.
<ul style="list-style-type: none"> • Postings the Journal entries in Tally and SAP through Excels by using the T-Codes YFI0123 and checking the Balance sheets by using F.01 codes and so on.

**4. Apurv Relan & Co
(Chartered Accountants)**

- 03.08.2015 to 10.03.2016
(Account & Audit Executive)

<ul style="list-style-type: none"> ▪ Supervision of Day to day Accounting. 	<ul style="list-style-type: none"> ▪ Responsible for total maintenance of Accounts viz. Invoicing, Receivables, Payables.
<ul style="list-style-type: none"> ▪ Finalization of Balance sheet & Profit & Loss. 	<ul style="list-style-type: none"> ▪ Responsibility for Statutory Compliances (TDS/Service Tax/VAT).
<ul style="list-style-type: none"> ▪ Responsible for Monthly Reconciliations. 	<ul style="list-style-type: none"> ▪ Preparation & Filling of Service ax & computation of sales tax.
<ul style="list-style-type: none"> ▪ Performing all the Pre-Audit / Post-audit activities 	<ul style="list-style-type: none"> ▪ To train the junior accounting clerks
<ul style="list-style-type: none"> ▪ Report preparation 	<ul style="list-style-type: none"> ▪ Generating Form 26AS and do scrutiny of the same.
<ul style="list-style-type: none"> ▪ Preparation of different ITRs of Clients and uploading it on Income Tax site. 	<ul style="list-style-type: none"> ▪ Assisting in carrying out Company's internal Audit.
<ul style="list-style-type: none"> ▪ Calculation of Service Tax and comparing the different Input and Output Accounts for payment of Service Tax and Preparation of ST3 and Filling the same. 	
<ul style="list-style-type: none"> ▪ Computing and Calculation Reverse Charge on Service Tax on different types of payment. 	

**5. PATHWAYS WORLD SCHOOL (CORPORATE OFFICE) ON Contract Basis
(Sarla Holding Private Limited)**

- 20.04.2015 to 31.07.2015
(As a Management cum Internal Auditor)

<ul style="list-style-type: none"> ▪ Conducting regular Audit of various functional areas ▪ Identifying deviations and report to the Management ▪ Performing all the Pre-Audit / Post-audit activities 	<ul style="list-style-type: none"> ▪ Report preparation ▪ Helping in analyzing existing policy of the organization and giving inputs for revising/ modifications
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Audit Exposure as an Article Assistant

Statutory Audits	The Tribune Trust, Kwaliti Restaurant, IDBI Bank & Canara Bank
Internal Audit	Exide Industries & H.R. Johnson Tiles
Concurrent Audit	IDBI Bank, Central Bank of India & Axis Bank
Audit Bureau of Circulation	Danik Jagaran, Punjab Keshri & The Tribune Trust
Revenue Audit	Allahabad Bank
Stock Audit	Varun Beverages
Ministry of External Affairs (Hajj Committee Audit)	

JOB DONE as Article Assistant

<u>Statutory Audits</u> <ul style="list-style-type: none">• Done Scrutiny of Fixed Assets, Purchase and Sale Ledgers with Vouchers (i.e. Purchase order, Approvals, Bilty etc)• Done Physical Verification of Assets with FAR Register.• Check Investments figure with original copy of FDRs.• Check Advances given to Employees with the Company Policy and norms.• Check Statutory Liabilities (i.e. VAT, Sale Tax, Form 16A, Gratuity, Provident Fund etc.	<u>Bank Statutory, Revenue, Stock and Concurrent Audit</u> <ul style="list-style-type: none">• Check Advances Files of different borrowers of Bank (i.e. Sanction Letter, Appraisal, Stock Statement, Calculation of Drawing power under consortium, Account operation scrutiny, Interest rates updations etc.).• Interest Calculation on pre- matured FDRs and check interest updation of different accounts related to CASA Accounts.• Check Suspense accounts in different GL Heads.• FTRs/PTW Report with Daily Vouchers.• Locker's Agreement Forms.• Stop payment Request with SPREP report.• All other daily Report checking Like Exception, TOD, I-Bank28 and I-Bank102 etc.
<u>Internal Audit</u> <ul style="list-style-type: none">• Check Traveling Expenses and Mobile Expenses Ledgers with their Vouchers and match the same with their policy & norms.• Done Physical Verification of Assets with their FARs.• Check Warranty cards with the Invoices.• Check Purchases and sales with their ledgers and Vouchers i.e. Invoices, Challan and Bilty, Approvals and Outward Inward Registers etc.	<u>Newspaper Audits</u> <p>Check Print Orders, Machine Room Returns (MRR), Monthly Bill Confirmations, Postage/Dispatch, Record for Subscribers, Cash Covering Notes, Banking Of Cash Collection, Cash Sales Record, Advance Written indents, News Prints Stock Register, Newsprint Consumption Register, Agent's Supply Register, Agent Supply Register, Return Register, Net Realization Rate(NRR) Calculations, Scheme Preparation task according to ABC Guide.</p>
<u>Ministry of External Affairs Audit (Hajj Committee)</u> <p>Check Private Tours Operators (PTO) Applications files of different states i.e. Model Agreement, Accommodation Agreements took place in Saudi Arabia & see Rent receipts of the same and purchase currency from Authorized Forex Dealer, Check there Payments Modes, Check Rent agreement, Electricity bill, Leave License agreement and Layout certificate of office of PTOs.</p>	

PERSONAL DETAILS

<ul style="list-style-type: none">• Father Name – Mr. Gopal Tiwari• Mother Name – Mrs. Bimla Tiwari• DOB – 5th January 1989• Language Known – English & Hindi	<ul style="list-style-type: none">• Strengths – Patient, Hardworking, Dedicated and Team player• Hobbies – Traveling & Reading• References – Available on Request• Gender – Male
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DECLARATION

Give an opportunity will prove an asset to the company.
I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.