### HITESH KHANDELWAL

(CA, B.com)

Email id: - cahiteshkhandelwal97@gmail.com

**Contact No.** +91- 8290907433 **Date of Birth** – 22-01-1997

### PROFESSIONAL OBJECTIVE

To work in learning and challenging environment, utilizing my skills, knowledge, hardwork and willingness to be best of my abilities and contribute positively to my personal growth as well as growth of organization.

### PROFESSIONAL & ACADEMIC PROFILE

### **PROFESSIONAL QUALIFICATION**

Course	Authority	Month-Year	Marks
CA-Final (First Group)	ICAI	Nov-2020	50.50%
CA-Final (Second Group)	ICAI	Nov-2019	57.75%
CA-IPCC (Second Group)	ICAI	Nov-2016	53.67%
CA-IPCC (First Group)	ICAI	Nov-2015	61.25%
CA-CPT	ICAI	June-2014	66.50%

#### **ACADEMIC QUALIFICATION**

Qualification	Authority	Year	Marks
B.com	Rajasthan University	2017	62.77%
12 <sup>th</sup>	RBSE	2014	84.20%
10 <sup>th</sup>	RBSE	2012	76.33%

### ARTICLESHIP BACKGROUND

Over the 3 years of training learned about analyzing financial records along with Auditing & Assurance, Taxation & Accounting.

Firm Name : AJAY INDERLAL & ASSOCIATES

Period : Nov.2016 to Nov. 2019

## **Major Assignments-**

Туре	Name of Client	Sector	Responsibilities
Statutory	Ritika Vegetables Oils Pvt. Ltd. PS Polyplast Pvt. Ltd.	Manufacturing	<ul> <li>Review of Financial statements in accordance with Schedule III of Companies Act, 2013 &amp; Auditing Standards.</li> </ul>
Audit	Makson India Hospitality Pvt. Ltd. ( Clarks Inn Hotel )	Hospitality	<ul> <li>Preparation of Audit Report and Annexure including CARO, 2016.</li> <li>Ensuring Statutory Compliances (GST, VAT, Service Tax, PF, ESI etc.)</li> </ul>
Statutory Audit	Punjab National Bank	Banking	<ul> <li>Worked as team member in ensuring compliance of RBI norms.</li> <li>Compliance with Assets Provisioning Norms, Identification of NPA.</li> <li>TDS Compliances.</li> </ul>
Tax Audit	MAMA Group of Industry (Tobacco Industry)	Manufacturing	<ul> <li>Preparation and filling of tax audit report - Form 3CD, 3CB/3CA, and annexure thereof u/s 44AB of Income tax act,1961.</li> </ul>

Makarr Education & welfare society (NIET College) Mount Litera Zee School	Educational	<ul> <li>Detailed analysis of expenses incurred &amp; Review of Provisions made &amp; their allowability under IT Act,1961.</li> </ul>
Sania Hospital	Healthcare	<ul> <li>Ensuring Statutory Compliances (GST, VAT, Service Tax, PF, ESI etc.)</li> </ul>

Area of Work	Details
Compliance	<ul> <li>Preparation and filling of Income Tax Returns and Tax Audit Reports of Corporates, Firms and Individuals.</li> <li>Preparation of Returns under GST, RVAT, TDS, Service Tax.</li> <li>Conceptual Knowledge of Goods &amp; Service Tax (GST).</li> </ul>
Others	<ul> <li>Preparations of project report for loan sanctioning.</li> <li>Preparation of Books of Accounts as per revised schedule III and other requirements.</li> </ul>

## ACHIEVEMENTS & EXTRA CURRICULAR ACTIVITIES

- Exemption in Financial Reporting and Risk Management in CA Final (new course) Exam.
- Winner of GK Quiz Competition at ICAI (Branch Level).
- Winner of Badminton & Carrom Competition at ICAI Branch Level.
- Working knowledge of MS Word, MS Excel, Tally ERP.
- Work on Tally (Version 7.2, 9, ERP) & Genius software.
- Rajasthan state certificate in information technology (RS-CIT) with 80% marks.

# PERSONAL INFORMATION

• Hobbies/Interests - Playing Badminton & Cricket, Listening Music.

• Permanent Address - Plot No.111, Scheme No.1, Arya Nagar, Alwar (Raj.), 301001

• Language known - Hindi & English