

ARUN KUMAR

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CARRIER OBJECTIVE

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization & self.

KEY SKILLS

Following are some of the key Skills, Knowledge and experience which I have gained during my currier:

- ❖ Filing of GST Return i.e. GSTR-1 and GSTR-3B
- ❖ Filing of GST Annual Return i.e. GSTR-9 and GST Annual Audit i.e. GSTR-9C
- ❖ Filing TDS Return i.e. 24Q and 26Q
- ❖ Maintaining Books of Accounts
- ❖ Filing of Income Tax Return
- ❖ Tax Audit of Various entities
- ❖ Finalizing Balance Sheet of Various entities
- ❖ Statutory Audit
- ❖ Involved in Insolvency Proceedings
- ❖ Internal Audit
- ❖ Inventory Audit
- ❖ Payroll Audit
- ❖ Concurrent Audit

TECHNIQUAL KNOWLEDGE

Software	Description
SAP	Basic knowledge of doing Audit of books of Accounts maintained in "SAP Software"
Tally ERP-9	Maintaining books of Accounts in "Tally ERP 9 Software"
Compu-Office &Web-tel	Filing Income tax, GST and TDS Return in software's like "Compu-Office, Web-tel"
MS-Office	Knowledge of working on MS-Office e.g. MS-Excel, MS-Word, MS-PowerPoint etc.

WORKING EXPERIENCE	
Working Profile	Description of Work done
<u>Senior Executive</u> M/s Padam Dinesh & Co. (Chartered Accountants) (From Nov. 2018 till Mar. 2021)	<ul style="list-style-type: none"> ❖ <u>Filing of GST Annual Return i.e. GSTR-9 & GSTR-9C of various entities. Some of it are asunder:</u> <ul style="list-style-type: none"> • Empire Home Appliances Pvt. Ltd. • Gemcare Appliances Pvt. Ltd. • One More Foods Pvt. Ltd. • Dynamic Appliances Pvt. Ltd. • Neelkant Overseas • MaxStar Appliances Pvt. Ltd. ❖ <u>Filing of GST Return i.e. GSTR-1, GSTR-3B of various entities.</u> ❖ <u>NCLT Insolvency proceeding</u> I have been involved in insolvency proceedings of real estate company “M/s Maple Realcon Pvt. Ltd.” Which was ordered by NCLT. ❖ <u>Maintenance of books of accounts and Finalization of Balance Sheet of various entities.</u> ❖ <u>Statutory Audit & Tax Audit of various entities.</u> ❖ <u>Filing of Income tax return of various entities.</u>
<u>Senior Executive</u> NNA & Co. (Chartered Accountants) (From April 2016 till Oct. 2018)	<ul style="list-style-type: none"> ❖ <u>Filing of GST Return i.e. GSTR-1, GSTR-3B of various entities.</u> ❖ <u>Filing of TDS Return i.e. 24Q and 26Q</u> ❖ <u>Maintenance of books of accounts and Finalization of Balance Sheet of various entities.</u> ❖ <u>Statutory Audit & Tax Audit of various entities.</u> ❖ <u>Filing of Income tax return of various entities.</u>
<u>CA Article Assistant</u> M/s Gupta Nanda & Co. (Chartered Accountants) (From July 2012 till July 2015)	<ul style="list-style-type: none"> ❖ <u>Filing of TDS Return i.e. 24Q and 26Q</u> ❖ <u>Maintenance of books of accounts and Finalization of Balance Sheet of various entities.</u> ❖ <u>Statutory Audit & Tax Audit of various entities.</u> ❖ <u>Filing of Income tax return of various entities.</u> ❖ <u>Internal Audit of following entities:</u> <ul style="list-style-type: none"> ● <u>JAK Group Pvt. Ltd.:</u> The Company is the “<i>manufacturer and exporter of Leather goods</i>” situated at Gurgaon and having export <i>turnover of above 200 crores.</i> ● <u>Delhi Urban Art Commission:</u> This is a “central government commission”. ● <u>Anand Button Gallery Pvt. Ltd.:</u> The Company is involved in the business of “manufacturing & selling of different types of Buttons” having turnover of Rs.30 to 35 crores. ❖ <u>Stock Audit of different PSU bank’s borrowers like:</u> <ul style="list-style-type: none"> ● GD Goenka Pvt. Ltd. ● Technomatic Automotive Component (P) Ltd. ● Gupta Exim (India) Pvt. Ltd. ❖ <u>Concurrent Audit of different branches of PSU Banks like:</u> <ul style="list-style-type: none"> ● State Bank of India RACPC ● State Bank of India ● Punjab National Bank

	<ul style="list-style-type: none"> • State Bank of Bikaner & Jaipur • Punjab & Sind Bank • Allahabad Bank • Indian Bank <p>❖ <u>Statutory audit of different branches of PSU Banks like:</u></p> <ul style="list-style-type: none"> • Bank of India • Oriental Bank of Commerce <p>❖ <u>KYC Audit</u> Two branches of <u>Oriental Bank of Commerce</u></p>
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EDUCATIONAL QUALIFICATIONS			
Degree/ Course	Institution/ College	Year of Passing	Marks obtained
CA-Final (Group-I)	The Institute of Chartered Accountants of India	May 2017	50.00%
CA-Final (Group-II)	The Institute of Chartered Accountants of India	July 2021	53.50%
CA-IPCC (Group-I)	The Institute of Chartered Accountants of India	2011	52.75%
CA-IPCC (Group-II)	The Institute of Chartered Accountants of India	2012	60.67%
CA-CPT	The Institute of Chartered Accountants of India	2009	63.50%
M.Com	Indira Gandhi National Open University (IGNOU)	2014	60.00%
B.Com. (Hons)- Regular	Shivaji College (Delhi University)	2012	68.82%
Class 12 th	Sukho Khalsa Sr. Sec. School, New Delhi	2009	83.00%
Class 10 th	Govt. Boys Sr. Sec. School, New Delhi	2007	72.20%

CERTIFICATES OBTAINED	
Certificate	Name of Institution
Computer Training Course Certificate (ITT)	The Institute of Chartered Accountants of India (ICAI)
Accounting Technician Course (ATC) Certificate	The Institute of Chartered Accountants of India (ICAI)
General Management & Communication Skills	The Institute of Chartered Accountants of India (ICAI)
Certificate in Office Automation	Future Point Centre for IT & Education, New Delhi

PERSONAL DETAILS	
Particulars	Detail
Father's Name	Sh. Shiv Kumar Mahto
Mother's Name	Smt. Manju Devi
Date of Birth	August 5, 1992
Marital Status	Unmarried
Strengths	I am dependable, trustworthy & reliable
Hobbies	Playing & watching cricket, Workout in Gim, Listening to music.

Date:

Signature :

Place:

Name : Arun Kumar