

Contact No: +919530087465, 7014913480 Email:CANITINKASERA@GMAIL.COM

Curriculum Vitae

CAREER OBJECTIVE

To pursue my career with a leading organisation which will help me to explore my potential and to obtain a challenging career in the field that will allow utilizing my creativity and provides for continuous growth and giving my maximum to emulate myself with organization's expectations and beyond.

PROFESSIONAL & ACADEMIC ACHIEVEMENTS

Professional:

Qualification	Institution	Year of Passing	%
C. A. Final	I.C.A.I	May 2016	52
IPCC	I.C.A.I	May 2012	65
CPT	I.C.A.I	DEC 2009	64

Academic:

Degree	University/ Board	Year of Passing	%
B.Com	Kota Univ., Kota	May 2008	65.83
HSC	Rajasthan Board	May 2005	76.92
SSC	Rajasthan Board	May 2003	82.83

WORK EXPERIENCE

- Working with **M/s P. Mundra and Associates, Bundi (Rajasthan),** as **Head** (Audit, Taxation, Accounts) from June-2017
- Worked with M/s Devdhar Joglekar Srinivasan Chartered Accountants Firm, Mumbai as Head (Bank Audit, Taxation) from September 2016 to May 2017.
- Worked with M/s B.VISHAL AND COMPANY, Chartered Accountants, Kota, (Rajasthan) as Article Trainee.

JOB RESPONSIBILITIES:

• INCOME TAX: Preparation of Balance-sheet, Return of Income-tax for companies, Trust, firm as well as Individual. On -Filing of Income Tax return. Experience of E- Filing of Income Tax Return.

- AUDIT:Preparation & updation of audit programme, planning the audit timing, allocating work responsibility to junior team members them, documentation of audit evidence. Executed detailed audit procedures, including reviewing transactions, documents, records, reports, & policies & procedures, business processes for ascertaining accuracy & effectiveness of recorded transactions.
- GOODS AND SERVICES TAX: Preparation of Tax & Deposit of challan, Online GST Return. Accounts & Records To Maintained Under GST-Stock Register, Input tax credit availed, Output tax payable and paid, Such other particulars as be prescribed.
- ACCOUNTS: Finance & Accounts professional with over 5 years of experience. Rich experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements. Ensuring compliance with Accounting Standards.
- TDS: Gained exposure in processing payroll, preparation of quarterly TDS Returns (Salary & Non-Salary) and Individual Tax Returns
- OTHER: Bank Concurrent Audits, Revenue Audits, Income Leakage Audit, Statutory Audit

KEY CLIENTS HANDLED:- STATE BANK OF INDIA (CAG) MUMBAI FORT BRANCH.

COMPUTER LITERACY:

1. Ms : Word, Excel & Power point

2. Internet : Familiar with internet.

3. Accounting Package : Tally (Ver 5.4, 6.3, 7.2 & ERP 9).

PERSONAL INFORMATION

Name : CA Nitin Kasera Father's Name : Mr.Rajendra Kasera

Date of Birth : 24/12/1987

Permanent Address : Nitin Kasera, C/o Rajendra Kasera, Maheshwar Colony

Bundi.Rajasthan(323001)

DECLARATION:

I hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

DATE:

PLACE: BUNDI