

Deepesh Kumar Jain

Address :- 107,KailashPuri, Tonk Road, Durgapura , Jaipur, Pin:-302018

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Career Objective

Efficient and effective utilization of skills in the field of **Audit**, Taxation, Finance.

Qualification

Chartered Accountant (Passed in May 2016)

Work Experience

Work as an Assistant Manager in Internal Audit In **M/s Surya Roshni Limited**, New Delhi from August 2018.

Exposure:-

- Examining the **financial records and assess financial Operations** to ensure that Organization run efficiently.
- Ensures compliance with established **internal control procedures** by examining records, reports, operating practices, and documentation.
- Assisting to management to identify the financial position of the company by various **ratio, Trend and Comparison Analysis**.
- **Physical verification of inventories and Fixed assets** to identify that whether all inventories and Fixed assets are included in the books of accounts or any excess or non-booked inventories are not found as well as risk of inventories or fixed assets lost, destroyed, stolen can also be identified.
- Analysis of **overdue debtors of all segment of the business and overaged inventories of raw Material**, Work in Process and Finished goods.
- **Scrutiny of ledger accounts** of all the plants and Branches of the company, and assure the Management that fund of the company is utilized for the mutual benefit of the company.
- Ensure that all the requirement of **GST act regarding monthly, Quarterly and Annual returns**,
- Payment of Taxes, any input wrongly taken, Completion of Assessments of all the registration and **reconciliation of GSTR 2A vs 3B, GSTR 1 vs 3B and books vs Portal** are complied.
- Verifying the **Purchase procedure** of the company and ensure that all the purchases are authorized as per the standard operating procedure of the company. Purchases are approved by the authorized persons.
- Verifying that the customer of the company are regularly paid the dues and identify the size of the business of the customer to assure the viability of payment. **Debtors balance confirmation** is also to be checked regularly to identify the status of the debtors.
- Audit of the transporters of the company and identify that any excess rate of freight are not charged rates are approved from top level management , Agreement of the transporters are Prepared and renewed time to time. Balance Confirmation of the transporter are taken or not.

Work in **SC Bapna and Associates (CA Firm)** from May 2017 to July 2018.

Exposure:-

- Preparation of Financial Statements of various parties and government organizations and evaluate the Performance, liquidity and cash flow of the organization.
- File Income Tax returns, GST returns, and Companies annual return to the concerned departments.
- Appear in hearing with Assessing officer for representation on behalf of clients.
- Conduct Tax, Statutory and Bank branch Audits of various organizations.
- Audit of the government organizations and ensure that fund of the government must be utilized for the benefit of public.
- Visit at the Client place to understand the business of the clients and position of his Assets and liabilities.

Job Responsibilities

- Examination, Preparation and Finalization of financial Statements, Cash flow statements, Fund flow Statement.
- Comparative monetary Analysis of Inventories, Fixed assets, Expenses.
- Physical verification of inventories and fixed assets on sample basis to identify the correctness of the inventories.
- Scrutinize the ledgers and identify the overdue debtors and inventories and reporting the management for recovery of the overdue amount.
- Assurance regarding the internal control system of the organization that the management should adopt all possible measures to mitigate the risk of fraud, misrepresentation of facts,
- Analysis the costing of the product manufactured by the organization.
- Monitoring on the compliances of all the legal issues and GST, Income Tax, Labour acts are followed.
- Procedure for utilization of labour hours and payment made to labour and statutory compliance regarding payment of labour is followed or not.

Personal Details

Name – Deepesh Kumar Jain
Fathers Name – Mr. Suresh Kumar Jain
Mother Name – Mrs. Sunita Jain
Date of Birth- 21st July 1990
Nationality- Indian

(Deepesh Kumar Jain)