

**CA Ankita Mittal**

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**I. CAREER OBJECTIVE**

- ⇒ Derive satisfaction from my work and input my best to apply my skills and knowledge.
- ⇒ Ensure every professional activity as value addition for client, organization and myself.
- ⇒ Be a member of strong professional team committed to excellence and innovation.

**II. PROFESSIONAL EXPERIENCE**

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.Name of the company | Shiv Shakti Group(ghee/oil & fats/Agri/Chemoplast/packaging/dall mill)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Tenure                | Sept 2016 – Present                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Designation           | Senior Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Achievements          | <ul style="list-style-type: none"> <li>⇒ Fund utilization/Deposits &amp; Remittances</li> <li>⇒ preparation of loan report/interest calculation</li> <li>⇒ Letter of credit</li> <li>⇒ Debtors/Creditors analysis</li> <li>⇒ Daily bank reconciliation</li> <li>⇒ ABC Inventory analysis</li> <li>⇒ Ratio analysis</li> <li>⇒ Preparation of Financial Projections</li> <li>⇒ Other internal reports</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.Name of the company | Subhash & Co.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Tenure                | March 2012 – Jan 2016 (4 years)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Designation           | Article Trainee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Achievements          | <ul style="list-style-type: none"> <li>⇒ Finalization of tax audit reports</li> <li>⇒ Preparation of Financial Statements and Finalization of annual accounts in consonance with the applicable accounting standards, VAT, Excise, TDs and various requirements under Company law.</li> <li>⇒ Statutory Audits of Nepal Pashmina Industries, Sita Air, Varun Beverages, Neoteric Nepal,Janta Cable, GO Automobiles, Triveni Group,Begani Group,Hukum Pharmaceuticals,Ambe Housing, Force Construction,Om cement, Butwal Cement, Food Junction, Orbit International, Vishal Plastocab, Mega Mart Pvt ltd and many more.</li> <li>⇒ Review, analysis &amp; monitoring of internal control system of clients</li> <li>⇒ Internal Audit of Om Chao Biro Feed Industries</li> <li>⇒ Compliance Audit of Hulas Remittance</li> <li>⇒ Stock Verification of SG Global,Janta Cable, Neoteric Nepal</li> <li>⇒ Conducted Financial Projections</li> </ul> |

### III. PROFESSIONAL CREDENTIALS

| Year     | Examination | Institute | Marks/Total |
|----------|-------------|-----------|-------------|
| May 2016 | C.A. Final  | ICAI      | 415/800     |
| Nov 2011 | C.A. IPCC   | ICAI      | 372/700     |
| Dec 2010 | C.A. CPT    | ICAI      | 150/200     |

### IV. ACADEMIC CREDENTIALS

| Year            | Examination                  | Board/University           | Institution                      | %      |
|-----------------|------------------------------|----------------------------|----------------------------------|--------|
| 2011-2013(2070) | B.B.S.                       | Tribhuvan University Nepal | Shankar Dev Campus               | 55.93% |
| 2010(2066)      | XII Standard (Comm. - Maths) | H.S.E.B. Nepal             | Kathmandu Model College          | 78%    |
| 2008(2064)      | X Standard(S.L.C.)           | H.M.G. Nepal               | Holy Vision International School | 82.75% |

### V. ADDITIONAL INFORMATION

|                       |                                                                                                                                                                 |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Computer Literacy     | ⇒ Well versed with MS-office packages including Excel,Word,PP<br>⇒ Working experience of Internet, Tally, Fact, Finpro, Swastik, Navigator, Synergy and Oracle. |
| Communication skills  | ⇒ Fluent in written and spoken English,Nepali and Hindi                                                                                                         |
| Academic Achievements | ⇒ Appreciation Letter<br>⇒ Prizes for quiz competition, elocution competition, essay writing competition                                                        |
| Hobbies               | ⇒ Reading Novels<br>⇒ Visiting new places<br>⇒ Swimming,Cooking                                                                                                 |
| Personal Assets       | ⇒ Integrity,Innovation,Initiative                                                                                                                               |

### VI. PERSONAL DETAILS

|                |                            |
|----------------|----------------------------|
| Father's Name  | Mr. Pawan Kumar Mittal     |
| Mother's Name  | Mrs. Kusum Mittal          |
| Date of Birth  | 21 <sup>st</sup> July,1991 |
| Nationality    | Indian                     |
| Marital Status | Single                     |