

# Ram Bharos Sah

Recruitment Manager,  
Human Resource Department

Dear Sir/Madam,

**Subject:                   Application for the post of a suitable position**

Keeping in view the reputation of your esteemed organization in terms of work culture, future prospects and financial rewards, one is motivated to apply for a suitable position.

My **CA** and graduation in **B.Com** from IGNOU has helped me to develop a strong base of analytical and conceptual skills. I would like to apply these skills to a challenging business environment, as part of a structured and professional organization.

Besides my academic qualifications and internship with MUKESH MALIK & CO Chartered Accountants I bring to the table high level of motivation and more importantly, enthusiasm, coupled with high degree of ethics and social conscience. During my tenure with MUKESH MALIK & CO Chartered Accountants, I had exposure to various statutory laws. Received appreciation from clients and partners for the efficient conduct of the work assigned.

A job in your esteemed organization would bestow an opportunity of application of the knowledge and skills acquired till date. It would be an honor in becoming a part of this winning team.

Looking forward to meet you in person for a more detailed discussion

Thanking You

Yours sincerely,

Ram Bharos Sah

**Enclosure: Copy of Curriculum Vitae**

# RAM BHAROS SAH

(CA, B.COM)

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Mobile No: +977 9812021502

Address:- Narephate , Kathmandu.



## OBJECTIVE

To work in an innovative and challenging atmosphere that provides me ample opportunity for learning, growth & effective functionality in an organization.

CA ASHISH KABRA

CA, CS, B.COM

## STRENGTHS

E-mail: [ashish.kabra5@gmail.com](mailto:ashish.kabra5@gmail.com)

Mobile: +91 8879280133.

Positive attitude towards work. Quick Lerner. Sincerity. Adaptibility. Comfortable

## OBJECTIVE

To work in an innovative and challenging atmosphere that provides me ample

## EDUCATIONAL PROFILE

### STRENGTHS

Positive attitude towards work, curiosity and eagerness to learn, ability

- **Chartered Accountancy, Institute of Chartered Accountants of India** in working alone as well as part of a team.

### EXPERIENCE

Final	Nov-2012	54.25%
PCC	Nov-2010	51.17%
CPT	Nov-2007	60.00%

- **ICICI BANK LIMITED** is India's largest private sector bank and second largest bank of India having more than 3000 branches and 7500 ATMs.

### Academic Qualification:

#### Job Responsibilities

Examination	Year	Board / university	% Marks
B.Com	2013	IGNOU, New Delhi	56.00%
Senior Secondary	2006	HSEB, Bhojpur	54.00%
Secondary	2004	SLC, Board	50.25%

- Capex and Depreciation variation analysis,
- Consolidated schedule 10 – fixed assets
- Impairment of assets & Physical assets verification

- Persuing M.Com (F&T) from IGNOU
- Also Attend Membership Exam of ICAI
- Work as an **Articled / Audit Assistant** at Gattani & Associates, Chartered Accountants, Ahmedabad from March 2007 to March 2011.

## WORK EXPERIENCE

**As Finance Manager in GATTANI & ASSOCIATES** is a Chartered Accountants firm,

Private limited	Operating in Ahmedabad since 25 years	Proprietary concerns
<ul style="list-style-type: none"> <li>➤ Jyotsana garments private limited</li> <li>➤ Sunshine sprits and alcohol private limited</li> <li>➤ Kings mobile private limited</li> <li>➤ Swift hood private limited</li> </ul>	<ul style="list-style-type: none"> <li>➤ Abhinav Jindal</li> <li>➤ Sardar singh bhati</li> <li>➤ Cox &amp; Kings private limited.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Articled / Audit Assistant</b></li> <li>➤ <b>Management &amp; Statutory Audit</b></li> <li>➤ <b>Bank Audit</b></li> <li>➤ <b>Taxation</b></li> </ul>

Vat, Service tax & Excise audit of various manufacturing companies, Compliance with requirement of central excise act 1944 as well as cenvat credit rules, 2002. Proper classification & valuation of goods, handling scrutiny cases, appeal before tax authorities, ensure proper maintainance of excise records for compliance purpose.

**MKSKA & CO, New Delhi**

***Tax & Finance Analyst:***

***Job Description:***

- Preparation and filing of Income Tax Returns, and compliance with Company Law requirements of different persons.
- Compliance with the provisions of tax deduction and preparation of TDS, Service tax & Excise returns.
- Conducting Internal/ Statutory, Tax Audit & Finalization of accounts within time bound schedules.
- Computerized Accounting ( Tally ERP, Tally7.2, Tally 9, Tally ERP & MS-Excel)

**Krystalz concepts pvt. Ltd. Delhi**

***Leading Manufacturing Company in Chandelier in India.***

***Officer – Accounts & Finance***

***Job Description:***

- Identifying areas of Potential Cost Saving and Reduction
- Examined Journal Vouchers, general ledger reconciliations and numerous analysis.
- Preparation and Filing of TDS Returns and Handling other TDS Compliance.
- Preparation and Filing of Service Tax Returns and Handling Compliance.
- Preparation of Balance Sheet, Profit & Loss Account, & MIS Report.
- Handling Audit queries of external Auditors and the companies Tax experts.

**M/s Mukesh Malik & Co(ca firm at karol bagh)**

***During article ship period, acquired expertise in following areas:***

- Tax audit of partnership firms and companies as required in income tax act,1961.
- Statutory audit of Companies.
- Preparation and filing of e-TDS returns and income tax & wealth tax returns.
- Working knowledge of indirect tax like service tax, VAT & excise duty.
- Annual filing with registrar of companies.
- Internal audit as required under Caro, 2003.
- Preparation of scrutiny cases.
- Preparation of CMA data & project reports.

**Assignments handled:**

- Preparation of Monthly MIS.
- Preparation of Quarterly MIS for Board Meeting.
- Segment wise Profitability analysis of the business.
- Ratio Analysis for the business.
- Peer comparison with the Industry Competitors.
- Analysis of Cash Flow at Group Level.

**Taxation:** Tax and VAT Audit / Returns of various companies and firms.

**M/s Ajay Mittal & Associates**

***Chartered Accountants, New Delhi***

***Articleship:***

***Job Description:***

- Conducting Internal/ Statutory/ Concurrent/ Tax Audit & Finalization of accounts within time bound schedules.
- Compliances with Accounting Standards, Income tax, Companies Act and various other applicable laws.

#### **AREAS OF WORK PERFORMED DURING STATUTORY AUDIT/INTERNAL AUDITS:**

- Vouching and verification of various account heads
- Reconciliation of various account heads including bank, cash, party ledgers, etc.
- Statutory Compliances like Income Tax Act, RBI guidelines (in case of Bank Audit), Companies Act, Service Tax Rules, Excise Act and related rules, Labour Laws, Accounting Standards, etc.
- Checking of weaknesses in designing, adequacy and implementation of policies and procedures of various departments of the organisation including authorizations
- Statutory Compliances like Income Tax Act, Companies Act, Service Tax Rules, Excise Act and related rules, Labour Laws, Accounting Standards,

#### **COMPUTER EFFICIENCY**

- Working knowledge of Finacle, Tally 9 & Microsoft Office 2007.
- Working knowledge of MS OFFICE
- Working knowledge accounting software Tally
- Familiar with accounting software e.g. SAP & ERP.

#### **PROFESSIONAL DEVELOPMENT**

- A 15 days program for development of **Soft Skills** in communication and general management (**GMCS**).
- Computer Training Course of 100 hrs. conducted by ICAI.

#### **PERSONAL INFORMATION**

- Date of Birth : 3<sup>rd</sup> Janaury, 1987
- Father's name : Ram Kishun Sah
- Linguistic Abilities : English, Hindi & Nepali
- Hobbies : Playing & Watching Cricket, Travelling.
- Leisure Activities : Music, reading, travelling and surfing the net.
- Plus points : Ambitious, honest ,sincere, and fast learner
- Passport : Yes
- Marital status : Married

Date :

Place:

CA RAM BHAROS SAH