

CA PURNA SAUD

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To attain professional excellence and contribute towards the success of the organization through a leadership role in Finance/ Taxation/ Accounts/ Auditing and other various fields.

PROFESSIONAL QUALIFICATION

Particulars	Level	Term	Percentage
The institute of chartered accountants of INDIA	CA—Final	November 2017	Aggregate 50.62%
	CA- IPCC	Aggregate of both group	59%
	CA- CPT	Agg. Total	77% Distinction

ACADEMICS

Academic Level	Institute & Board/University	Percentage Obtained
+2 Level	Capital college(Nepal HSEB board)	72%
SLC level	Shree AdarshaNamuna Ma Vi. (Nepal)	81%

WORK EXPERIENCE

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- 1. M/s KSK & Co Chartered Accountants,
Bangalore
(CA Articleship)
(Audit Assistant) (3 years 1 month)**
 - 2. M/s A R Joshi & Company , Nepal (5month)
(Audit Assistant)**
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Areas Covered during internship and as an Audit Assistant

- Handled audit assignments such as Statutory Audit, Internal Audit, Bank Audit of **CANARA Bank, SBI Bank Branch audit, Punjab & Sind bank in India** and also handled Taxation matters, Company law matters, e-filing of Income tax returns and ROC forms.
- Involved in final audit of various companies such as: **Nepal Dorsanchar company Limited Nirdhan uthan Microfinance limited, marie stopes international, Sunaulo pariwar Nepal.**
- Internal Audit of stock broker company such as: Creative securities(B No 40)
- Preparation of Financial statements, Cash Flow Statements, Project Reports etc.
- Vouching, Drafting correspondence, Drafting Resolutions VAT, Service Tax, TDS e-filing ROC working, Handling and reconciliation of Debtors, etc

Major Clients Attended

- ✓ Various Manufacturing Private Companies like KTF PvtLimited.
- ✓ Various Public companies major client handled, **Nepal telecom limited**
- ✓ Trading and Service providing firms.
- ✓ Bank Audit of major Banks
- ✓ Various trust Audit JD Education trust, Bangalore.
- ✓ Co-operative societies& others

IT SKILLS

- ✓ Knowledge of Windows MS Word, MS Excel and Power Point
- ✓ Knowledge of Accounting Packages like Tally, Busy, and basic knowledge of Oracle
- ✓ Knowledge of Taxation Package like Genius.
- ✓ Knowledge of Banking software such as Finacle.
- ✓ Knowledge of Internet & E-Mail Operations.
- ✓ Basic Networking and server knowledge

PERSONAL INFORMATION

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| ✓ <u>Date of Birth:</u> | - 13th January , 1993 |
| ✓ <u>Father's Name:</u> | - Kashiram Saud |
| ✓ <u>Permanent Address:</u> | - Patharaiya-9, Kailali, Nepal |
| ✓ <u>Current Residential Address:</u> | - Tikathali, Lalitpur |
| ✓ <u>Marital Status:</u> | - Single |
| ✓ <u>Nationality:</u> | - Nepali |
| ✓ <u>Hobbies:</u> - | - Reading, Listening Music, Playing Games. |
| ✓ <u>Languages</u> | - English, Hindi, Nepali |

DECLARATION

I declare that all the details furnished above are to the best of my knowledge.

Place : Kathmandu

Date : 11/04/2018