

Sample of CA Resume for free download in Word Document

CA Neha Kumar

Career Objective

It is my desire to work with your organisation, which will help me prosper professionally, as well as on the personal front. I wish to work in a competitive environment, which gives me challenges to overcome new frontier to explore and work with an organisation where my knowledge and skills will be utilised to the optimum.

Personal Information

Address: 701, New Manoj CHS, Off link road, Opp Yogi Nagar, Borivali West Mumbai-400091	Languages known: English, Hindi, Marathi and Gujarati
Phone No: 09XXXXXXXXXX	Date of Birth: 26.03.1988
Email Id: nehakumar@abc.com	Marital Status: Single

Personal & Academic Qualification

Qualification	Institute/Board	Year	Percentage Scored
CA Final	ICAI	May 2011	55.12%
Have Cleared US CFA Level 1 in first attempt			
B.Com	Mumbai University (College – Narsee Monjee College of Commerce and Economics, Vile Parle)	2008-2009	78.84%
Certificate holder of NCFM-Capital Market (Dealers) Module & Derivatives (Dealers) Module			

Experience

Name of the Company	Job Position	Function/Department
Deloitte Haskins & Sells	Assistant Manager	Audit & Enterprise Risk Service Function
Sudit k Parekh & Co.	Article Assistant	Audit & Assurance department
Prashant Shah & Associates	Article Assistant	Taxation & Audit

Scope of Work

Auditing and Assurance	➤ Performed Statutory & Tax Audits for
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Taxation

- Public & Private companies, Insurance companies, Reinsurance and Insurance Brokers, Liaison office of a Foreign Company
- Performed Investigation Audit of a Mutual Fund mandated by SEBI
- Performed compliance Audit of Registration and transfer agents and Depository participants
- Computation of Total Income, preparing and filing of Income Tax Returns
- Preparation and filing of Service Tax and VAT Returns

Achievements

- Secured 30th rank in CA-CPT all over India
- Was in the planning and organising committee of Narsee Monjee College's Inter collegiate festival "Umang" for 2 years
- Represented N.M.College in the Inter College Cricket Tournament
- Took part and won several quiz, elocution, dance and drawing competition at school level

Skills

- Usage of Microsoft Office, Tally 7.2, Tally 9, ERP and other customised accounting packages
- Excellent knowledge in preparing Excel based automated financial models
- Well versed with the usage of internet for professional requirements
- Undertook 100 hours of Information Technology Training recommended by The Institute of Chartered Accountants of India at Aptech Computer Education Private Ltd
- Completed GMCS Course (General Management & Communication Skills) conducted by ICAI

Reference available on request