

Shashi Kesh Kafley
Chartered Accountant

Date: 26th August 2015

Dear Sir,

It gives me immense pleasure to offer my candidature for a suitable opening in your organization. Equipped with Chartered Accountancy qualification I have,

- ❖ Auditing, Taxation and Accounting Experience,
- ❖ Dedication and determination to work diligently and efficiently,
- ❖ Ability to prepare MIS Reports for senior Management,
- ❖ Ability to lead the team and
- ❖ Ability to work within the team as a team player.

I have completed my Industrial Training from Whirlpool of India Ltd. in the Internal Audit Department and Financial Reporting Department in the Head Office of the company. Our team in Internal Audit is responsible for establishing and monitoring effectiveness and functioning of internal controls and SOX Compliance.

Similarly, our team in Financial Reporting Section is responsible for maintenance of Books of Accounts as per applicable Ind AS and Indian GAAP, Preparation and presentation of Financial Statements as per relevant Accounting Standards and provisions of the Companies Act, 2013, generation of reports as per US GAAP to facilitate consolidation, providing support to the Tax Audit under the Income Tax Act and preparation of MIS and other reports for internal purpose.

Previously I pursued my articleship training from M/s KSJ & Co., Chartered Accountants, New Delhi under senior partner CA. Adeep Veer Jain and M/s STAV & Associates, Chartered Accountants, New Delhi under senior partner CA. Rakesh Kumar Sehgal. The roles and responsibilities in these organizations have given me opportunities for various professional services being offered to client and that is being delivered without any delay or hurdle in the matter of Audit, Direct Taxes, Indirect Taxes and Companies Act compliances.

I feel that my qualities complemented with my fast learning curve and ability to adopt with the changing environment would enable me to make an effective contribution to the organization.

Thanks & Regards,

CA. Shashi Kesh Kafley

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Professional Summary

- CA with Industrial Training in manufacturing MNC focussing Internal Audit and Control Environment.
- Motivated self-starter; able to grow positive relationships with clients and colleagues at all levels.

Professional Experience

A. Whirlpool of India Ltd. Role: Industrial Trainee 12 Months+ Extension (May'14-July'15)		
Area	Key Responsibilities	
1. Internal Audit	<ul style="list-style-type: none"> • Review of Policies & Procedures • Revenue Recognition & Controls on Revenue, Purchases and Expenses • SOX Compliance, Legal, Taxation and SOA Compliances 	
2. Internal Controls	<ul style="list-style-type: none"> • Ensure segregation of Duties & Compliance with Policies. • Establishing manual & IT controls in Sales Function. 	
3. Ledger Scrutiny A. Vendor Ledger B. Expense Ledger	<ul style="list-style-type: none"> • Review Debit Balances in Vendor A/c. • Ageing of creditor and Vendor Reconciliation. • Analysing Variances, Planning & Budgeting. 	
4. Preparation and Presentation of Financial Statements	<ul style="list-style-type: none"> • Involve in Preparation of Balance Sheet and Profit & Loss Account along with Notes to Accounts and other disclosure as per Schedule III and applicable Ind-A.S. • Ensure Compliance with Clause 49 & SOX. • Preparation of Audit Schedules & resolving Audit Queries 	
5. Income Tax (Incl. TDS) <ul style="list-style-type: none"> • Compliance with Income Tax Law • Tax Audit • Tax Planning 	<ul style="list-style-type: none"> • Guide Data Processing Staff on compliance with Income Tax to ensure minimum disallowance under Income Tax. • Monitoring Permanent disallowances and tracking temporary disallowances as a part of Tax Management. • Preparing Schedules of Tax Audit Report for help and use of Tax Auditor during finalization of Form 3CD. • Ensure Compliance with TDS Provisions 	
6. Exposure in Indirect Tax A. Service Tax & VAT B. Excise Duty C. Customs Duty	<ul style="list-style-type: none"> • Computing as per applicable Statutory Provisions <ul style="list-style-type: none"> a. Respective Duty/tax liabilities b. CENVAT available against Inputs/Services/cap. Goods c. Accounting of Imports and Duty Entitlement Scrips 	
7. A. Invoice Processing B. Maintenance of Books of Accounts (In SAP)	<ul style="list-style-type: none"> • Comply with all applicable provisions on TDS, Ind-A.S., Indirect Taxes, Internal Control Policies and Income Tax Act and ensure minimum disallowance under Income Tax. • Ensure Timely Processing & Payment of Bills; Review of Provisions & review of Documents pending in Workflow. • Ensuring Vendor Advance Processing and Deduction. • Preparation of Relevant Reports for Internal Reporting 	

B. KSJ & Co. And STAV & Associates Role: Article Assistant 25 Months (March 12- April 14)

Area	Industry	Key Responsibilities
Statutory Audit	Mfr., service, trading,	Team Leader, Statutory Audit, Career Launcher & Excel Group of Companies; <ul style="list-style-type: none"> • Conduct of Audit as per standards on Auditing. • Engaged in Audit Planning, Deciding Materiality Level, Analytical Review Procedures & Investigating Results.
Internal Audit	Service, Trading,	Team Leader, Internal Audit, Career Launcher Group of Companies <ul style="list-style-type: none"> • Review of Policies and Processes,

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		<ul style="list-style-type: none"> Process Improvement Plugging Possible Sources of Revenue Leakage Bank Reconciliation, Ledger Scrutiny & Examination of Compliances
Accounting	Logistic, Service, Trading, Mfr.	<ul style="list-style-type: none"> Exposed to Fully Automated ERP Environment Led team in Transitioning Books of Accounts maintained in Tally ERP into Logisys ERP and Reconciling them (In Tiger Logistics P. Ltd) Preparation of documents for arranging L.C. and performing complete accounting of import/Export Transaction.
Bank Audits	Banking	<ul style="list-style-type: none"> Led Concurrent Audit of Faridabad Branch of UCO Bank. Led Revenue Audit of Rural Branches of P.N.B.
Tax Audit (44AB)	Service, Trading,	Audit Assistant, Tax Audit (Sec. 44AB), Career Launcher Group. <ul style="list-style-type: none"> Examination of Records and files as per Income Tax Law Computing Tax Liability u/s 115JB of the Income Tax Act as well as under Normal Provisions of the Income Tax Act. Compliance with provisions of Domestic Transfer Pricing.
Income Tax	Variety	<ul style="list-style-type: none"> Computing Total Income & Net Tax Liability (incl. MAT & AMT) Preparing Returns as well as documents for Assessment & Appeals.
Indirect Taxation	Service, Trading, Mfr.	<ul style="list-style-type: none"> Hands-on Experience (including Tax Planning) on Service Tax. Working Level Knowledge on Delhi VAT law (Including Assessment) Exposed to Tax Planning under Customs and Excise laws during statutory audit of related businesses and training with Whirlpool. Preparing & filing return under DVAT, Service Tax & Excise.

Academic/Professional Qualification

Year	Degree	Institution	Marks in Percentage
May 2015	CA Final	ICAI	54
May 2012	CA IPCC	ICAI	63.29
Dec 2010	CA CPT	ICAI	68
August 2015	B.COM (Awaiting Final Yr.)	IGNOU	64
2009	Higher Secondary(12 th)	HSEB, Nepal	75

Achievements

- Participated in Execution of Customer Satisfaction Survey wherein team achieved 85% satisfied customers.
- Secured Exemption marks in 6 out of 7 papers in CA-Inter and 3 papers in CA Final.

Computer Literacy

- Trained in Advanced Excel Training Program organized by Whirlpool Learning Academy.
- Working Experience of SAP, Microsoft Navision, Tally ERP and Logisys.

Communication Skills

- Possess persuasive, convincing and motivational skills.
- Can read, write and speak English and Hindi.

Personal Profile

- Hobbies : Travelling, Reading Newspaper and poetry.
- Mobility : Ready to go anywhere in India and Overseas.
- Date of Birth : 27th January, 1993

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