

Vikas Jain  
{CA, M.com}

Address : F-37, Gali no.12,Laxmi Nagar,Delhi-110092  
E mail : vsjain707@gmail.com  
Voice : 9958148498

## RESUME

### **CAREER OBJECTIVE**

- To deliver the expectations of the organisation by contributing towards the achievement of organisational objectives.
- To secure a responsible carrier opportunity, where I can utilize my training and management skills, while making a significant contribution to the success of my organisation.

### **ACADEMIC CREDENTIALS**

#### **PROFESSIONAL QUALIFICATION**

- Associate Member of The Institute Of Chartered Accountants of India (November,2013)
- Master of commerce from IGNOU in 2016.

#### **EDUCATIONAL QUALIFICATION**

- Bachelor of commerce (Hons.) from Delhi University in 2010 with 58.41%.
- 10+2 from C.B.S.E. Board in 2007 with 85.75%.
- 10<sup>th</sup> from C.B.S.E. Board in 2005 with 81.60%.

### **CAREER HIGHLIGHTS**

#### **PROFESSIONAL EXPERIENCE**

- ❖ **"RAJESH BHALOTIA & COMPANY "** (January 2016 to till date): Working as Audit Manager.

### **JOB PROFILE**

- Working as team leader in conducting statutory and tax audit of the companies.
- Filling of income tax returns of individuals, Firms & Companies.

- ❖ **"GARG NAVIN & COMPANY"** (February 2015 to December 2015): Working as Audit Manager

### **JOB PROFILE**

- Working as team leader in conducting statutory and tax audit of the companies.
- Major Clients handled are as follows (Both for Statutory and Tax Audit)
  - Kasuya GPP Auto Products Private Limited.
  - Oyster Bath Concepts Private Limited.
  - Saatvik Marbles Private Limited.
- Drafting and finalization of financial statements as per schedule III of the companies act, 2013.
- Preparation and Filling of Income tax returns of individuals, HUF, Companies.
- Filling of TDS returns of companies and trusts.
- Service tax related work including making application for service tax registration and filling of service tax returns.
- Assist in maintaining accounts of the companies.
- Assist in handling of scrutiny matters in relation to income tax and wealth tax cases.

- ❖ **"ATUL MITTAL & ASSOCIATES"** (November 2014 to December 2014): Worked as Accounts Executive.

### **JOB PROFILE**

- Responsible for general accounting including preparation and posting entries in tally.
- Worked as a team member in conducting internal audits.
- Filling of annual accounts to Ministry of Corporate Affairs (MCA) .i.e. 23AC & 23ACA form.

### **ARTICLESHIP TRAINING**

- **Three and half year's internship with "RAJESH BHALOTIA & COMPANY"** (November 2007 To May 2011):  
Worked as Article assistant and handle numerous assignments.

### ❖ **LEARNING PROFILE**

Represented the firm on a variety of audit assignments comprising of Statutory audit, Concurrent audit, Revenue audit, Tax audit , Accounting and Taxation related work.

#### **Statutory audit**

- Vouching of various books like purchase book, cash book, journal book.
- Compliance with accounting standards and standards on auditing.
- Compliance of revised schedule VI of the companies act, 1956.
- Drafting Audit Report as per the reporting requirement of CARO(2003)

#### **Bank Audits**

- Corporation Bank (Revenue Audit) – Mayur Vihar Branch.
- Allahabad Bank (Concurrent Audit) – Connaught Place Branch.

#### **Taxation and accounting related work :**

- Preparation of income tax computation of individuals, firms and companies and filling returns of the same.
- Drafting of balance sheet as per GAAP and Revised schedule VI of the companies act, 1956.
- Preparation and review of various reconciliation statements like BRS, TDS etc.

### **IT SKILLS**

- Working knowledge of Tally ERP, Internet tools etc.
- Working knowledge of MS Office (Word, Excel, Power Point).
- One month computer training certificate under ICAI Compulsory training program.

### **PERSONAL DETAILS**

- Date of birth : 4 October, 1988
- Father's Name : Devender Kumar Jain
- Language Known : English and Hindi
- Mailing Address : F-37, Gali No.12, Laxmi Nagar, Delhi-11002.

### **DECLARATION**

I certify that all the information as stated above is true and correct to the best of my knowledge and belief.

Date:

Place:

Sd  
(Vikas Jain)