

**ARPIT JAIN**  
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#### **CAREER OBJECTIVE**

To be part of an organization of repute, which can utilize my potential to maximum and shall be instrumental in achieving the organizational and personal goals.

#### **PROFESSIONAL SYNOPSIS**

- I am qualified Chartered Accountant, having more than 3 years of experience in the field of Accounting, Auditing and Taxation.
- Possess good understanding & knowledge of Indian Accounting systems.
- Strong exposure of Auditing Global and domestic organizations.
- Well versed with Indian Taxation structure.
- Preparation & Finalization of Financial Statements.
- Efficient in working with Microsoft Excel, Word & Tally.

#### **PRESENT EMPLOYER**

**Designation: Chartered Accountant**

Currently I am working with **APRA & ASSOCIATES, GURGAON**, It is a leading CA firm which provides consulting services to few of the reputed global brands. .

#### **Current Roles & Responsibilities**

**As a CA I am responsible for undertaking following assignments**

- ☐ **Fixed Assets Accounting:-**
  - Preparing fixed asset register of Sainsbury Asia Ltd.
  - Capitalization of fixed asset.
  - Preparation of depreciation as per Schedule II & Income Tax Act.
- ☐ **Statutory Compliance:-**
  - Working of Income Tax, Advance Tax in relation to computation and its timely deposition.
  - Working of Service Tax and Excise duty in relation to CENVAT Credit.
  - Deals with various types of withholding tax issues.
- ☐ **Statutory, Tax and Internal Audit**

**AUDITS:** The assignments include review of business operation, financial and accounting information and then reporting the findings. Some notable clients worked on include:

Key Clients	Audit Areas
<b>Statutory and Tax Audit</b>	
➤ Union bank of India	➤ Recognition of NPA, Long form Audit Report and verified different types of Advances.
➤ Sainsbury Asia Ltd.	➤ Preparation of Balance sheet and Profit& Loss Account as per Schedule III. ➤ Fixed asset register and depreciation schedule. ➤ Random sampling and ledger scrutiny.

➤ Heapro	➤ Preparation of Financial Statements. ➤ Preparation of Tax Audit Report.
➤ Yakult India Microbiota and Probiotic Science Foundation	➤ Preparation of Financial Statements. ➤ Verification of TDS deduction, expenses, loans and cash credit limit taken from bank and donation received by the foundation. ➤ Verify whether income received is to be applied for the charitable purpose.
<b>Internal Audit</b>	
➤ NHAI, Pune & Nagpur.	➤ Verification of MPR of Concessionaire & IE. ➤ Verification of agreements of Concessionaire & IE ➤ Verbally communicate findings to senior management and draft comprehensive and complete report of audit area.
➤ Convergys India Services Private Ltd.	➤ Ledger Scrutiny of facilities department. ➤ Authentication of vendor agreements. ➤ To ensure proper deployment of sources as per SOP's
➤ Bausch & Lomb India Private Ltd.	➤ Proper Compliance of Service Tax. ➤ Checking of cenvat credit details. ➤ Verification of service tax under RCM.

#### NOTABLE CONTRIBUTION

Assisted my seniors viz. **LUTHRA & LUTHRA, Chartered Accountants** based in New Delhi in finding out observations during the project of Internal Audit of **NHAI, Pune & Nagpur**.

#### ARTICLESHIP DETAILS

##### Articleship training details:-

- ☐ **Worked with:** CA Vinay K. Jain & Co.
- ☐ **Period:** Feb 2011- March 14

#### ACADEMIC & PROFESSIONAL QUALIFICATIONS

##### Academic Qualification

- ☐ B.Com - Delhi University 2012
- ☐ SPS (12<sup>th</sup>) - CBSE Board in 2009
- ☐ SPS(10<sup>th</sup>) - CBSE Board in 2007

##### Chartered Accountancy

- ☐ Final - In November - 2015
- ☐ IPCC - In November - 2011
- ☐ CPT - In June - 2009

#### COMPUTER PROFICIENCY

- ☐ **Accounting Software** : Tally
- ☐ **Taxation Software** : Compu Tax, Webtel
- ☐ **MS-Office** : MS-Office 2010 & 2013
- ☐ **Others** : 100 hours of Information Technology Training

### HOBBIES

- ☐ Listening Music.
- ☐ Playing Cricket and Football

### PERSONAL INFORMATION

Date of Birth	:	08 February 1991
Fathers Name	:	Naveen Jain
Marital Status	:	Single
Passport	:	Valid
Strengths	:	Flexible, Consistent, Like to work in team.
Address	:	27A, Mianwali Colony, Gurgaon-122001

### DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

(ARPIT JAIN)