

Career Objectives:-

Gaining expertise in **finance** field through continuous experiences of working scenarios and patterns of work execution.

Exploring different aspects of the field and consistently improving skill sets through learning during serving approach. To be a part of a progressive, professionally managed organisation where I will be able to contribute in creating growth opportunities for mutual benefits.

Working Experiences:-

“ Grofers India Pvt. Ltd.” - GROFERS

(Gurgaon)

Position held: - Intern Finance

(‘Aug 2015-Sept 2015’ & “Dec2015-Jan 2016”)

Roles & Responsibilities:-

- Preparation of **MIS** reports including **cash burn reports, budget reports, performance reports** and presentations to the management as a part of a team.
- **Service tax, Income tax & VAT Compliances** including registrations, payment of taxes and preparation & filling of returns thereof.
- **TDS** deduction and returns compliances.
- Preparations of the monthly **financial accounts** of the company including **Balance Sheet and P&L statements**.
- **Fixed assets register & Investment register** preparations.
- Assisted and represented organisation during internal audits.

Article ship training:-

“Ashutosh L.R. Gupta & Associates”

(New Delhi)

(Aug 2013-Aug2015)

Working Exposure:-

- Handled **taxation matters** such as tax computation & return filings.
- **Tax audits** as per provisions of income tax act.
- **Financial accounts** preparations of private limited companies as per AS prescribed.
- **Audit** of financial accounts of the private limited companies & **ROC compliances**.
- **TDS returns** of the entities.
- **Detailed documentation and client communication**.

“Grover Lalla & Mehta Chartered Accountants”

(New Delhi)

(Aug 2012-Aug2013)

Working exposure:-

- **Statutory audit** Of various entities including government organisations, educational entities, private companies as a part of a team.
- Statutory audit of entities concerned to service industries, banking industries, educational industries, trading industries.

- **Concurrent audit** of banks.
- **Special audit** of entities working in medical sector.
- **Preparations of final accounts** of the private ltd companies.
- **Redesigning financial process** of clients as a part of the team.

Professional Qualification

- Cleared **CA** Final examination in Nov 2015 under ICAI.
- Cleared **CS Executive** examination in year 2014 under ICSI.

Academic Qualifications

- Cleared "Bachelors degree in Business Administrations" (B.B.A) in finance (2012) from Barkatrullah University Bhopal.
- Class 12th (2009) & Class 10th (2007) under CBSE board.

Achievements:-

- Secured 1st division in IPCC 1st Group.
- Secured 1st division in Graduation level.

Certifications:-

- Information Technology training under CA Curriculum.
- I.T. exam under CS Curriculum.
- General Management Communication Skill training I & II under ICAI.

Personal traits:-

I have a Conscientious personality that helps me behaving in organised and disciplined manner & also meeting task on the deadlines.

Being a Initiator I always prefer experiencing new way outs while doing my work & also motivate & mobilize people to adopt and to be opened up for the new challenges.

Intra personal skills help me to perform better in a team as well as heading people whenever the situation demands.

Good social skills helps me making new friends and to make and maintain healthy relations with people.

Confident and Enthusiastic personality helps me exploring new challenges and taking calculated risks in life.

I have been working over my habit of losing focus, Succeeded majorly.

Habit of seeking in details sometimes causes delay in work results, Worked and streamlined the habit to an effective manner.

Technical strengths: - Good Analytical & Mapping skills.

Participations:-

Participated in Youth festivals organised by CISACA (ICAI) as a Volunteer.

Participated in Badminton and carom in the Youth festival of ICAI.

Attended various Seminars organised on different Financial & Economical issues by ICAI time to time.

Area of interest:-

Like watching Nukkad Nataks and stage shows. Participated in various shows in my school days. I have been a part of a Theatre group "SATRANGI" and played different roles in different plays.

Like travelling around to the new places & exploring new places. Like meeting new people & making friends.

Other Info:-

- **Age:-24 Years**
- **Marital Status:- Single**
- **Current Location:-Gurgaon, Haryana**
- **Preferred Location; - Ready to move anywhere in India as well Offshore locations.**
- **Availability to join:-Immediately**

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