

RAJAT MUNJAL  
ACA, B.Com.



Respected Sir/Madam,

**Subject: Application for being associated with your esteemed organization.**

Keeping in view the reputation of your esteemed organization in terms of grooming Young Chartered Accountants, healthy work culture, bright future prospects and motivational financial rewards, I am inspired to apply for a career in your organization.

During articleship tenure I have conducted numerous tax assignments as an individual, team member and team leader. I have also been involved in special audits and various other audit assignments.

Looking forward to have an opportunity of meeting Your Good self in person for more detailed discussion.

With Regards,  
Rajat Munjal  
+91-8447187111

Encl: Copy of Resume

<b>RAJAT MUNJAL(CA)</b>	Telephone	<b>Mobile</b>	+91-8447187111
	E-mail	<b>Personal</b>	carajat1401@gmail.com

## OBJECTIVE

Seeking a challenging opportunity to demonstrate my skills and abilities and aim for simultaneous achievement of Corporate and personal goals in a rewarding global organization offering career growth and professional development.

## EDUCATION

Particulars	Institution	Passing Year	Marks
CA- Final (Group I)	ICAI	May 2016	53.00%
CA- Final (Group II)	ICAI	Nov 2015	51.00%
CA- IPCC (Group II)	ICAI	Nov 2012	67.00%
CA- IPCC (Group I)	ICAI	May 2012	60.00%
CA- CPT	ICAI	June 2011	60.50%
B.Com	Delhi University (SOL)	2014	60.00%
Higher Secondary School	KCM School	2011	89.20%

## EXPERIENCE- SUMMARY (3 YEARS)

Organization	Designation	Period
J.C. Bhalla & Co.	Article Assistant	2.5 Years
C.K. Hans & Co.	Article Assistant	0.5 Years

## DETAILED EXPERIENCE

J C BHALLA & Co. (Chartered Accountants)

April 2013 to January 2016

## KEY RESPONSIBILITIES

- **Tax Audit** of various clients under the Income Tax Act, 1961.
- Filing of **Income Tax Returns** of various assesses.
- Dealt with various types of **withholding tax issues** involving customized software agreements, royalty, interest and dividend payments.
- **TDS** Certifications required by **TRAI**.
- Certification required for foreign remittances and withholding tax i.e. **15CA and 15CB** of reputed clients.
- Special Additional Duty (**S.A.D**) refund Certification.
- Preparing Audit Reports and making recommendations in order to ensure that accounts are prepared and maintained in accordance with statutory obligations.
- Performing analytical review of financial statements and evaluating internal control systems.
- Tax Audit and Preparation of reports on Form 3CA, 3CB and 3CD For Tax Audit under Section 44AB of the Income Tax Act,1961
- Well versed with **Transfer Pricing** guidelines: International as well as Domestic (**Client:** Bharti Airtel Ltd.).
- **Good understanding of GST and updating myself on it by attending seminars.**
- **Good knowledge of service tax and recent amendments.**

## MAJOR CLIENTS HANDLED

- Bharti Airtel Limited.
- Bharti Wal-mart Limited.
- Triveni Engineering and Industries Limited.
- Fieldfresh Foods Private Limited.
- Beetel Teletech Limited.
- Spentex Industries Limited.
- EON Lighting Limited.
- Shangri-La Hotels.
- R.S Components Private Limited.

### C.K. Hans & Co. (Chartered Accountants)

- **Book writing** of various individual clients.
- **Statutory Audit** of Stone World Private Limited.

## SPECIAL MENTION

- Organized and well-structured at work.
- Positive, Confident and Self Motivated.
- Comfortable in Mobility.
- Hands-on practical experience of using different modules of **Tally ERP**.
- Proficient in all components of **Microsoft Office**, particularly MS Word and MS Excel.

## ACADEMIC ACHIEVEMENTS

- Scored Exemption in **Financial Reporting** and **Strategic Financial Management** in CA Final Exams.
- Scored Exemption in **5 papers** in CA IPCC Exams.
- One of the **School Topper in Class XII** in commerce stream.
- Awarded **Merit** certificate in **Math's Olympiad** in 2010.

## PERSONAL DETAILS

Date of Birth	January 13, 1993
Nationality	Indian
Languages	English, Hindi and Punjabi
Marital Status	Single
Gender	Male
Permanent Address	C-93, Deen Dayal Nagar-II, MDA Colony, Moradabad, Uttar Pradesh (PIN- 244001)