
Cover Letter

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18/01/1991
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To Whom It May Concern

I am Nov'16 batch chartered accountant with 2 years pre-qualification experience looking for a new opportunity in the industry. I've enclosed my resume; it will give a detailed profile of my work experience, education & interest.

I have demonstrated a professional and personal demeanor allowing me to work with a variety of clients across industries as well as successfully communicating with colleagues. I have garnered significant business and financial expertise in everything from accountancy to taxation that went far beyond my coursework. I have in every way become a proficient chartered accountant.

I am looking forward to get in touch with you, so that I can discuss with you more about this Chartered Accountant position, and what assets I would bring your organization, if hired. Please use the above contact information to contact me, after you have read through this cover letter and resume. Thanks so much for your time and consideration.

Yours Sincerely, Anup
Yadav (8700158405)

(Enclosed: Resume)



Curriculum Vitae

Work Experience – 7 month (May18 till date) Company Name – EY India LLP (Transaction advisory) Work Profile: Senior Analyst	
Nature of work handled	<ul style="list-style-type: none"> § Analyzing financial and operational results of targets through the preparation of various analysis by reviewing accounting records § Preparing/evaluating pro forma financial information § Assisting in preparing reports and schedules § Evaluating the effects of seasonal and cyclical changes on cash flow requirements § Leading engagements with 1-3 staff members and effectively managing engagement to closure § Developing/maintaining productive working relationships with EY offices globally. Directing the progress of engagement work and informing supervisors of the engagement status

Work Experience – 3.5 year Firm Name – AKGVG & Associates Work Profile: Senior Audit Executive		
Nature	Client	Work Handled
Audit support & finance department support	§ AMP India private limited& its subsidiaries – Audit support services	§ Preparation of Balance Sheet Profit & Loss a/c
	§ RSPL – Audit support services (F Yr 2016-17)	§ Closing of books of accounts.
	§ IPO (Financial preparations) Consolidated notes to accounts and cash flow statements of Matrix cellular (International) Services Private Limited.	§ Preparation of consolidated cash flow
	§ Yachiyo India Pvt. Ltd. – Audit support	§ Bank current A/c & Loan A/c reconciliations.
	§ Caparo Engineering India Ltd. – Statutory Audit support	§ Prepared forecast cash flow statement.
Internal Audits		§ AR & AP reconciliation.
	§ RPSI (wholly owned subsidiary of Coco Cola India)	§ Finance & accounts process
	§ Sanoh India Pvt. Ltd.	§ Production & Planning Process
	§ Yachiyo India Manufacturing Pvt Ltd.	§ Sales to collection process
	§ IREO Waterfront Private Limited	§ Purchase to payment process
	§ Burger King India Pvt. Ltd.	§ Treasury process
	§ Minda Furukawa India Pvt. Ltd.	§ HR process
Statutory Audit	§ DEN Network Ltd. – Joint ventures & Subsidiaries	§ Statutory compliances process – TDS, VAT, WCT, Service tax, Excise
	§ RSPL (Ghadi detergent) – FY 2015-16 – Turnover of around Rs. 4,500 Crores	
	§ V2 Retail Limited - Turnover of around Rs. 500 Crores	
	§ DEN Network Limited Subsidiaries and Joint Ventures	

Work Experience – 1 year (Nov 2013– Nov 2014) Firm Name – S.M. Daga & Co. Work Profile : Audit Executive		
Nature	Client	Work Handled
Internal Audits	• Sudhir Gensets Ltd.	Treasury process
	• Sudhir Power Projects Ltd.	Sales to collection process Purchase to payment process Finance & accounts process
Project Report	<ul style="list-style-type: none"> • Viviana India Pvt. Ltd. • AB Wires Pvt. Ltd. • Ajay Exports Pvt. Ltd. 	Project reports for sanction of Letter of credit, Working Capital Limits & Term loans.
Taxation	Independent handling and finalization of assignments in corporate and personal taxation.	
	Furnishing of ITR	
	Furnishing of VAT & Service Tax Return	
	TDS Quarterly returns	

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Anup Yadav
A.C.A., B.Com



Articleship Experience-3.5 years
Firm Name – Bansal Dalmia & Co.
Work Profile: Article Assistant

Nature	Client	Work Handled
Statutory Audits	§ Statutory Audit of PEC Ltd	Finalization of Profit & Loss A/c & Balance Sheet
	§ Statutory Audit of DSC Pvt Ltd	
	§ Statutory Audit of National Insurance Company – DO	
Bank Audits	§ Concurrent Audit of Syndicate Bank – Shahadra	Checked day to day documentation for disbursal
	§ Concurrent Audit of Catholic Syrian Bank – Ashok Vihar	
	§ Revenue Audit of Corporation Bank – Mahipalpur	
Internal Audit	§ Internal Audit of S Mobility Ltd (Spice Mobiles)	§ Bank reconciliation
	§ Internal Audit of Spice Retail Ltd (Spice Hotspot outlets)	§ AR & AP Reconciliation
	§ Internal Audit of Spice Digital Ltd	§ Statutory compliances process - TDS, VAT, WCT, Service tax, Excise
Taxation	§ Independent handling and finalization of assignments in corporate and personal taxation	
	§ Calculation of Advance Tax Liabilities, Final Tax Liabilities and furnishing of returns.	
	§ Tax Audits	

Professional Qualification – Chartered Accountancy

CA – FINAL	NOV – 2016
PCE	NOV – 2010
COMMON PROFICIENCY TEST	JUNE – 2008

Academic Profile

Bachelors in Commerce	2011	Delhi University
XII	2008	CBSE (Delhi)
X	2006	CBSE (Delhi)

Computer Proficiency

§	Working knowledge of Microsoft AX, ORACLE R 12, SAP, Tally ERP, etc.
§	Proficient knowledge of MS Excel, Word & PowerPoint.
§	Completed 100 hrs of information technology training.

AWARDS & ACHIEVEMENTS

Extra-Curricular	§ Played Volleyball for my school team
	§ Played cricket for my school team at zonal level.

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