

PRATIK MATHUR

1/95 Azadgarh, Tollygunge,

Kolkata, West Bengal -700040

CONTACT DETAILS:

Mobile: (+91) 8981865519

Email: mathurpratik32@gmail.com

Career Objectives

To enhance my professional skills in a dynamic and stable workplace where my knowledge, experience and interpersonal skills are challenged, thereby giving me a platform to develop as a successful professional ensuring consistent growth for both the organization and myself.

Professional Qualification

Chartered Accountancy

<u>Stage</u>	<u>Year of Passing</u>	<u>Percentage</u>
Common Proficiency Test	December, 2010	53.5%
Integrated Professional Competence Examination (Both Groups)	May, 2012	55.29%

Academic Qualification

<u>Qualification</u>	<u>Institution</u>	<u>Percentage</u>
B. Com (Honours)	Jharkhand Commerce College, Parasnath, Jharkhand	67.5%
Class – XII	D.A.V Public School, Bokaro Steel City, Jharkhand	70%
Class – X	B.N.S. D.A.V Public School, Giridih, Jharkhand	81%

Interests

- Playing Cricket, badminton, singing and listening music, reading novels.

Academic Achievements

- Won first prize in singing in the Inter House Competition.

Extracurricular Activities

- Participated in Inter School Fests.
- Participated in Inter House Singing Contest.
- Active member of house of the school.
- Participated in Inter House Debate Competition.
- Participated in Inter House Cricket Competition.

**ARTICLESHIP
JAIN & COMPANY**

(Date of Completion of two years of Articleship: 13th Sept, 2014)

Internship Exposure

Taxation

- Interaction with clients in relation to Income Tax and Service Tax queries and giving opinions thereon.
- Filing of VAT Return.

Auditing

- Planning and conducting of Statutory Audit of various public and private limited companies & other entities engaged in manufacturing, trading, investment and real-estate sectors.
- Conducting of Tax Audit and preparation of Tax-Audit Report.
- Stock Audit.

Accounting

- Consolidation of day-to-day accounts and finalization of Books of Accounts.
- Preparation of Auditors' Report of Companies and other entities.
- Finalization & Drafting of Financial Statements of Companies (as per Revised Schedule VI of Companies Act, 1956) & other entities.

Compliance Related Work

- Advising Clients on Statutory compliance such as TDS, Income Tax, VAT, Service Tax and Excise Duty.
- ROC related works such as filing of various Annual Statutory Forms with ROC.

Computer Proficiency

- Completed compulsory computer training course under ICAI.
- Good knowledge of MS Word, MS Excel and MS PowerPoint.
- Sound working knowledge in Accounting packages like SAP, Tally and other Accounting Softwares.

Skills and Strengths

- Good qualitative aptitude along with excellent grasping power and eagerness to learn.
- Proficiency in communication skills.
- Self motivation and passion to succeed.
- Plenty of experience of working in groups has increased my capability of team work and helped me in developing excellent coordination skills.

Personal Details

Father's Name	: Ajit Kumar Mathur
Date Of Birth	: 27 th May, 1991
Language	: English, Bengali & Hindi
Personal Attributes	: Hardworking, Dedicated & punctual.