**Keeping in view the reputation of the esteemed organization in terms of grooming young people, work culture, name and fame has motivated me to apply for the post.**

Sir/Madam,

I am submitting herewith my C.V. for your favorable consideration to seek an opportunity to work for the organization.

I have completed the **Chartered Accountancy from I.C.A.I.** and **B.Com from Delhi University.** During my training period, I have exposed to various assignments in Audits, Taxation and Finance of the individuals, Partnership Firms and Corporate.

On a personal note, I would describe myself as a bright individual, constant learner with good communication skills and a sound background in finance, taxation & audit. I also bring with me high levels of passion, drive & energy and an obsessive commitment towards perfection. I am sure I would be able to synergize my skills and expertise with the organizational objectives.

Looking forward to meet you in person for more detailed discussion.

Yours truly,

**GAURAV BHATIA**

Enclosure: C.V.

**CAREER OBJECTIVE**

Seeking a career that gives the chance to constantly learn, upgrade and prepare myself for newer challenges and to Work in an environment that provides me a wide spectrum of experience and exposure.

**PROFILE**

* A qualified CA (Nov, 15) with sound academics background and exposure in Transportation sector, Manufacturing & Production, Education sector, Entertainment and Banking sector in diverse assignments.
* Worked as Paid Assistant in C.S.Bhatnagar & Company, Chartered Acccountants, New Delhi since June, 2015 to Present.
* Worked as an Articled Trainee inPVAR & Associates, Chartered Accountants, New Delhi,- From February 2012 to July2014.
* Worked as an Articled Trainee inG.K.Choksy & Company, Chartered Accountants, New Delhi - From July 2011 to February 2012.

**WORK EXPERIENCE**

Managing , directing & coordinating trainees, Discussing and handling issues with clients independently Handled Taxation Matters, Company Law Matters etc.

* **Accounts**: Well conversant with Revised Schedule VI requirements, Compliance with AS issued by ICAI, preparation of financial statements of companies.
* **Audit**: Statutory Audit, Internal Audit, Stock Audit and Tax Audits.
* **Taxation**: Service Tax returns, Income Tax returns, Tax calculations and deposition of the same.
* **Company Law & Secretarial Work**: Conversant with Filing of MCA forms and documents statutory required under The Companies Act, 1956.

**KEY ORGANISATIONS**

* GSC Glass Limited-Statutory Audit- Engaged in Glass Manufacturing Business.
* Rana Architectural Solutions Private Limited - Statutory Audit - Engaged in PVC Door Manufacturing Business.
* Sam Cuisines Private Limited -Statutory Audit- Engaged in Food & Beverage Business.
* PACL Ltd -Statutory Audit- Engaged in Real Estate Business.
* Anant Raj Builders –Internal Audit- Engaged in Real Estate Business.
* Central News Agency Private Limited - Internal Audit -Performing online Share Trading in NSE & BSE.
* Kribhco Shyam Fertilisers Ltd.- Statutory Audit- Chandigarh branch

**SKILLS AND COMPETENCES**

Software

Possesses required computer literacy i.e. proficient in M.S. Office, Computax, Tally and in various internet operations.

Technical

-Attended 100 hours computer training program organised by NIRC.

Other skills

-Ability to lead and convince other team members.

-Utilization of time in efficient manner.

-Committed towards work assigned and positive attitude.

-Effective and efficient use of of theoretical knowledge in practical way.

**EDUCATION**

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| --- | --- |
| **Professional Qualification** | * Chartered Accountancy from Institute of Chartered Accountant of India in Nov ’15 obtaining 59% marks * CA (IPCC) Examination in May’11 obtaining 57.42% marks * CA (CPT) Examination in Nov’10 obtaining 64.5% marks |

|  |  |
| --- | --- |
| **ACADEMIC Qualification** | * B.Com from Delhi University in 2013 obtaining 52% marks. * 12th from C.B.S.E obtaining 63% marks. * 10th from C.B.S.E obtaining 60% marks. |

**Personal Details**

Date of Birth : 10th July 1991

Language Known: English, Hindi (Native proficiency in writing, listening, reading & speaking)

Nationality : Indian

Driving License : Yes

**Signature**

**(Gaurav Bhatia)**