**SANJEEV KUMAR JAISWAL**

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**Ph No 9748489400**



**CAREER OBJECTIVE :**

* To work in a challenging position in a professionally managed and dynamic organization with responsibility and potential having well career growth and respect.
* To accept challenges with full confidence and come out with positive attitude.



**PROFESSIONAL SYNOPSIS :**

* **Chartered Accountant** with an experiences of **more than 2.5 years** in Audit, Accounts, Taxation and ROC compliances.
* Capable of grasping new technique concepts quickly and utilising it in a productive manner.
* Abilities in handling multiple priorities, with a genuine interest in professional development.



**EDUCATIONAL & PROFESSIONALS CREDENTIALS :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of Passing** | **Qualifications** | **Board / University** | **Division** |
| 2014 | Chartered Accountant | The ICAI | 2nd |
| 2015 | P G Diploma in International Business | Annamalai University | 2nd |
| 2012 | P G Diploma in Financial Management | Annamalai University | 1st |
| 2012 | P G Diploma in Finance & Taxation | Annamalai University | 1st |
| 2011 | M.Com (Accounting & Finance) | Annamalai University | 1st |
| 2010 | P G Diploma in Banking & Insurance | Annamalai University | 2nd |
| 2008 | B.Com | Calcutta University | 2nd |
| 2005 | Higher Secondary | I S C | 1st |
| 2003 | Secondary | I C S E | 2nd |



**PROFESSIONAL WORK EXPERIENCE :**

**1. T K SHARMA & ASSOCIATES (September 2014 till Date)**

**Partner**

**Responsibilities Include :**

**Accounts & Audit :**

* Verifying the entries made in the tally.
* Finalisation of the accounts
* Conducting payroll audit for the company.
* Scrutinizes of Sales & Purchase Return Verifying the Sales & Purchase and comparing the same with the VAT & CST Return.
* Verifying of the all expenses with the supportive documents debited in the profit and loss account
* Preparation and also preparing of Bank Reconciliation Statement
* Analysis of Debtors & Creditors and also scrutinises them.
* Analysis of the loans and advances with the schedule of loans, checking whether TDS is deducted on interest, Proper follow up has been made for recovery of loans and advances, checking of tersm and

**Taxations :**

* Preparing and filing of Income Tax Return of Individual, Firm, LLP, Company and Trust.
* Preparing of TDS Return followed by downloading of TDS Certificate, Conso File, etc
* Preparing and filing of VAT, CST, Entry Tax, P Tax Return, Service Tax Return and other statutory compliances.
* Involved in the Tax Planning w.r.t to Capital Gains for filing of Income Tax Return.
* Involved in the VAT & CST registration, Service Tax Registration, P Tax Registration & IEC Registration
* Handled Assessment related works such as scrutiny and representing the clients before Income Tax Authorities for the cases and also frequently visiting the dept for other income tax matters.
* Conducting the Tax Audit u/s 44AB of the I Tact, 1961

**ROC :**

* Filling up and filing the Form AOC 4, AOC 4(XBRL) MGT 7 & ADT 1.
* Engaged in the compliance of increase in authorized capital and paid up capital for the company.
* Engaged in the striking off the name of the company from the ROC.
* Engaged in the formation of Company, LLP, etc
* Engaged in the change of name of the company.
* Engaged in the shifting of registered office from one state to another.
* Filing of the other ROC forms required by the company.

**Other** **Responsibilities** :

* Meeting with the clients and discussion on the audit reports and also convincing them to deliver the audit assignments.
* Handling the team of 2 – 3 articles for audit purpose.

**2. OM SHAKTI SMELTERS PVT LTD ( December 2012 to July 2014)**

**Accountant**

* Day to day Tally Entries of the concern and keeping the books of accounts up-to date.
* Complying the day to day statutory compliance such as deduction of TDS Amount, preparing and filing of VAT , CST & Entry Tax Return, P Tax & ESI Payment and followed by filing of Income Tax Return of Company and Individual
* Preparing of Scrutiny papers for representing before the Income Tax Authorities.
* Involved in the finalisation of accounts



**COMPUTER PROFICIENCY :**

* Completed Computer training from The Institute of Chartered Accountant of India (ICAI).
* Proficient with the use of MS-Office
* Full knowledge about Internet applications and access.
* Knowledge in Tally ERP 9.0



**SOFT SKILLS :**

**•** Have good Interpersonal Skills.

**•** Good Communication Skill.

**•** Have confidence on my ability to work towards achieving professional goals.



**MAJOR STRENGTH :**

* Always looking to do better by focusing on system improvement & learning effect.
* A good team player and always believe in teamwork and try to gather all the plus points of my team.



**PERSONAL DETAILS :**

|  |  |  |
| --- | --- | --- |
| **Father’s Name** | **:** | Mr.Raghu Nath Jaiswal |
| **Date of Birth**  **Gender :** | **:** | 2nd November, 1986  Male |
| **Hobbies** | **:** | Listening music, playing crickets and  interacting with people and building relationship |
| **Marital Status** | **:** | Married |
| **Languages Known** | **:** | English and Hindi |



**DECLARATION**

I hereby declare that all the above mentioned facts and information are true to the best of my knowledge. I shall be solely responsible for any discrepancy found in them.

**PLACE: Kolkata**  **(SANJEEV KR JAISWAL)**