|  |  |
| --- | --- |
| **Shivam Saxena** | **shivamsaxena89@gmail.com** |
| **C - 9 / 9458 Vasant Kunj New Delhi - 110070** | **Contact No. : (+91) 9711182078** |
|  |  |
| **Career Objectives** |  |

* Securing a Responsible Career Opportunity that enhances my Knowledge, Technical and Analytical Skills and gives an opportunity for Personal Growth, Professional Advancement and Excellence.
* Providing best results by achieving Team Spirit, Hard Work and by incorporating Company Values to achieve the Company’s Objectives.

|  |  |
| --- | --- |
| **Educational Qualifications** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Examination** | **Year** | **Institution / Board** | **Marks Obtained (%)** |
|  | CA Final | May 2015 | The Institute of Chartered Accountants of India | 51.25 % |
|  | CA IPCC | Nov 2010 | The Institute of Chartered Accountants of India | 58.71 % |
|  | CA CPT | May 2007 | The Institute of Chartered Accountants of India | 58.00 % |
|  | B.Com (Hons.) | 2010 | Sri Venkateswara College, University of Delhi | 71.47 % |
|  | AISSCE (10+2) | 2007 | Don Bosco School, Central Board of Secondary Education | 91.80 % |
|  | AISSE (10) | 2005 | Don Bosco School, Central Board of Secondary Education | 84.20 % |

|  |  |
| --- | --- |
| **Work Experience** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Firm / Organization** | **Division** | **Designation** | **Period** |
| Deloitte Haskins & Sells LLP | Transfer Pricing (Tax) | Assistant Manager | November 2015 – Present |
| Price Waterhouse | Statutory Audit (Assurance) | Trainee | March 2011 – August 2014 |

|  |  |
| --- | --- |
| **Projects undertaken at Deloitte Haskins & Sells LLP** |  |

* Presently working as an Assistant Manager in Deloitte Haskins & Sells LLP in the Transfer Pricing (Tax) Division.

***Major Job Responsibilities:***

* Preparation of Transfer Pricing Reports.
* Preparation of Submissions with the Tax Authorities.
* Handled Transfer Pricing Compliance Assignments.
* Handled an Advance Pricing Agreement (APA) Assignment.

|  |  |
| --- | --- |
| **Projects undertaken at Price Waterhouse** |  |

* Completed Articleship under the Chartered Accountancy Course from Price Waterhouse in the Statutory Audit (Assurance) Division.

***Major Job Responsibilities:***

* Worked as a Team Member for Audit of the Financial Statements, Forming Audit Opinions, Preparation of Audit Reports, Ensuring Correct and Adequate Disclosures in Financial Statements, Compliance with the Applicable Financial Reporting Framework such as Standards on Auditing (SA), CARO, Companies’ Act and Accounting Standards.
* Worked on major areas of the Balance Sheet and Statement of Profit and Loss; handled areas such as Fixed Assets, Loans & Advances, Receivables, Borrowings, Liabilities and Provisions, Treasury, Employee Benefit Expenses, Finance Costs and Other Operating Expenses.
* Documentation and Understanding of Client’s Processesfor better audit analysis.
* Compliance with Statutory Provisionssuch as TDS, PF, ESI and Professional Tax**.**
* Preparation of CARO Report.
* Finalizationof Notes to Accounts.
* Identification of Significant Account Balances and Key Risk Areas in the Financial Statements.
* Prepared high quality audit documents such as Business Analytical Framework Document, Risk Assessment Analysis, Summary of Audit Issues, Audit Testing Strategies and Overall Analytical Review.
* Independently handled Stock Audits and Certification Assignments (RBI, SAD).

***Major clients handled:***

* + - TV Today Network Limited
    - Living Media India Limited
    - Thomson Press (India) Limited
    - Mahle Engine Components Private Limited
    - Kyocera Asia Pacific India Private Limited
    - Exxon Mobil India Private Limited

|  |  |
| --- | --- |
| **Professional Strengths** |  |

* Good Inter Personal Communication Skills and a Team Player.
* Sincere, Disciplined, Dedicated, Hardworking and adaptable to changing work environment.
* Self-Motivated and ability to work under pressure.

|  |  |
| --- | --- |
| **Achievements and Awards** |  |

* Achieved ‘Dependable’ as Annual Performance Rating for the year 2013-14 during the Internship Period at Price Waterhouse.
* Achieved ‘Commendable’ as Annual Performance Rating for the year 2012-13 during the Internship Period at Price Waterhouse.
* Achieved ‘Beyond Level’ Performance Feedback on various Professional Assignments during the entire Internship Period at Price Waterhouse.
* Secured 2nd Position at School Level in Class 12th Board ExaminationCommerce Stream.
* Received Bronze Medal in School for securing 3rd Position in Class 11th Commerce Stream.
* Received Certificates for distinctive performances in Painting and Quiz Competitions at the School Level.

|  |  |
| --- | --- |
| **Technical Proficiency** |  |

* Working Knowledge of MS-Office and Expert Knowledge of Microsoft Excel.
* Audit Experience in ERP Environment of SAP, Tally, JDE, People Soft and other in-house developed applications.
* Well conversant with Aura and MyClient integrated with Lotus Notes (both being proprietary audit tools at Price Waterhouse).

|  |  |
| --- | --- |
| **Certifications** |  |

* Pursued a Certificate Course of Tally Accounting Software.
* Pursued Certificate Courses (NCFM) of the National Stock Exchange of India –
  + Investment Analysis and Portfolio Management Module
  + Mutual Funds : A Beginners’ Module
  + Financial Markets : A Beginners’ Module

|  |  |
| --- | --- |
| **Other Interests and Hobbies** |  |

* Numismatics
* Playing Cricket, Table Tennis and Chess

|  |  |
| --- | --- |
| **Personal Details** |  |

**Nationality** : Indian

**Date of Birth** : 18th October, 1989

**Marital Status** : Unmarried

**Languages** : English and Hindi