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| **Key Qualifications & Career Objective** | | | | | |
| I am a **Chartered Accountant and Company Secretary**, currently working as a **Senior Accounts Executive** with **Kohinoor Steel Pvt. Ltd**.  My career objective is to pursue a career with a growing and evolving organization, leading from the front, helping my organization to meet and excel amidst today’s corporate competition. I would always aim at maximum utilization of my knowledge and skills in the best interests of the organization, its stakeholders and the environment thereby, ensuring the best of my own career growth prospects. | | | | | |
| **Work Experience** | | | | | |
| * ***Kohinoor Steel Private Limited March 2014 – till date*** | | | | | |
| Working as **Senior Accounts** **Executive**, involved in handling chore Accounting fields, Taxation works, and Corporate Laws matters.  **Roles & Responsibility :** | | * Establish & managing overall accounting functions, overseeing, monitoring & ensuring the accuracy of accounting entries. * Responsible for finalisation of financial statements and effective book keeping of accounts. * Internal Audit of group companies and reporting to management. * Management of Company secretarial aspects as required. * Ensure all statutory compliances adhered with respect to payment and filing of returns and assessment of liabilities under excise, service tax. * Preparing documents in regard to notices, demand, orders etc and making other submissions under Excise and Service Tax. * Filing of appeal under Excise and Service Tax, in consultation with the respective consultant. * Assist, facilitate and monitor all audits and necessary follow ups. * Monitor all audit activities. * Coordination and liaison with branch for effective and timely exchange of information. * Ensuring compliance with Company’s policies, internal control and applicable laws and regulations. | | | |
| * ***Chandak & Associates April 2009 – February 2014*** | | | | | |
| Served as an **article** as well as **paid up assistant**, being a fieldwork leader on the engagement team to perform audits of financial statements as well as being often involved with providing other assurance services.  **Roles & Responsibility :** | | * Involved in understanding the business, processes of the entity, and evaluating the scope of audit. * Assisting the client in preparation of financial statements and solving the complex accounting issues and to ensure the financial statements prepared meets the highest quality and complies with all the pronouncements and Accounting Standards. * Conducting various audits like Statutory, Tax, Internal, Bank, & School Audit. * Preparation of Computation and Return as per Income Tax Provisions. * Effective compliance with regard to ROC and other applicable regulatory requirements. * Leading, managing and motivating the team to obtain the goals within the stipulated deadline. | | | |
| **Education Background** | | | | |
| May 2016 | Chartered Accountant | | The Institute of Chartered Accountants of India | 52% |
| June 2015 | Company Secretary | | The Institute of Company Secretaries of India | 58% |
| 2011 | B.Com (Hons)(Accounting &Finance) | | T.H.K Jain College (University of Calcutta) | 60% |
| 2008 | XII (ISC) | | Pearls of God, Kolkata | 82% |
| 2006 | X (ICSE) | | Pearls of God, Kolkata | 74% |
| **Academic Achievements** | | | | |
| * Completed 100 hours of IT training conducted by The Institute of Chartered Accountants of India (ICAI). * Completed training on ‘Understanding Information Technology in the Corporate Environment’ conducted by The Institute of Company Secretaries of India (ICSI). * Successfully undergone the General Management and Communication Skills Program by ICAI. | | | | |
| **Extracurricular Achievements** | | | | |
| * Actively participated in social activities for The Help Age India Foundation for the poor & old age people. * Won several accolades in inter & intra school drawing and painting competitions. * Have a keen interest in sports. Always a part of school and college cricket, football and badminton team. | | | | |
| **Declaration :**   |  | | --- | | I hereby declare that all the information provided thereby is factual and correct to the best of my knowledge and belief and the testimonials I possess. | | | | | |

**Ankit Sharma**

**Place: Kolkata**