

CURRICULUM VITAE

HIMANSHU JINRA

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CAREER OBJECTIVE

- To pursue a challenging career and be a part of organization that gives scope to enhance my professional knowledge and skills and to add value to the organization, so as to reach pinnacle in the profession world with sheer determination, dedication and hard work.

QUALIFICATIONS

Course	Name of University/Board	Passing Percentage
Professional Qualification		
C.A.-IPCC (May 2012)	ICAI	1 st Group - 55% 2 nd Group - 55%
C.A.-CPT (Jun 2009)	ICAI	59 % (First Attempt)
Academic Qualification		
M.com (2020)	PDSU	69%
UGC Net- Commerce (2019)	UGC	56%
B.Com. (2012)	University of Rajasthan	58%
H.S.C. (2009)	RBSE	77%

TECHNICAL EXPERTISE

- Completed 100 hours Information Technology Training with ICAI
- Working Knowledge in TALLY ERP9, MS word, MS Excel
- Impressive speed of Typing
- Completed RSCIT Certificate with 91%

PROFESSIONAL EXPERIENCE

Experienced in **B. P. Kyal & Co.** as an Article Assistant for 8 months (Oct 2011 to May 2012) during which following work done:

- Accounts maintained on Tally Software.
- Preparation of Income Tax Returns and online filing of Returns for Individuals and Partnership Firms.
- Preparation of TDS Returns

Experienced in **Vidyadhar & Co.** as an Article Assistant for **Two and half year** (June 2012 to sep 2014) in which following work done:

- Preparation of Bank Reconciliation Statement.
- Maintenance of Accounts on Tally Software.
- Preparation of Financial Statements (i.e. Balance Sheet, Profit & Loss Account and the accompanying Schedules) as per Schedule III of the Companies Act,2013.

- Preparation and Finalization the Books of Accounts of Individuals and Partnership Firms
- Preparation and E-filing of Periodical Sales Tax Returns (including MVAT and CST).
- All workings necessary to compile Form 704 and compilation of Form 704 according to the provisions of MVAT Audit.
- Monitoring Books of Accounts as per Income Tax Provisions.
- Preparation of Tax Audit under section 44AB of corporate and non-corporate entities.
- Preparation and filing of Income Tax Returns of Individuals, Partnership Firms and Private Limited Companies.

Experienced in **Metal Tech Industries** as an Accountant from Oct 2014 to Mar 2018 in which following work done:

- Accounting work done related to Sales bills, purchase bills and cash vouchers
- Accounting of Receipts and payments vouchers
- Finalisation of Accounts
- MVAT Returns, TDS Returns, GST Returns

Experienced in **Manoj Sharma & Co.** as an Accounts Assistant from June 2018 to Sep 2020 in which following work done:

- Finalisation of Accounts
- TDS Returns, GST Returns

Experienced in **Vinayak Sharma & Associates** as an Accounts Assistant from Dec 2020 till date in which following work done:

- Accounting work, Finalisation of Accounts, TDS Returns, Gst Returns, IT Returns

MAJOR ACHIEVEMENTS

- Distinction in Accountancy in IPCC exam.
- Exemption in Advanced Accounting and Auditing in IPCC exam.
- Distinction in Accountancy in H.S.C.
- Distinction in English in H.S.C.
- Distinction in English, Financial Management, Advanced Financial Accounting in B.Com.

OTHER INTEREST

- Dance
- Listening Music

PERSONAL DETAILS

Date of Birth	:	29 th July, 1992
Marital status	:	Married
Languages Known	:	Hindi, English, Marwari
Father's Name	:	Mr. Anil Jinra
Permanent Address	:	Himanshu Jinra, Ward No-15, Fatehpur Shekhawati-332301, Dist: Sikar (Raj).