CURRICULUM VITAE

# Gaurav Negi

**Address:** H.No. 266, Street No. 6, Durga Enclave, Sehatpur, Faridabad, Haryana - 121003 **Contact No.:** 9716466271

**Email:** [gauravsec2@gmail.com](mailto:gauravsec2@gmail.com)

**CARRER OBJECTIVE**

To work in a professional, dynamic and vibrant environment and to keep value adding to the organization which I represent and serve while concurrently upgrading my skill, knowledge and competence

**PROFESSIONAL EXPERIENCE 1 YEAR**

# RPH & ASSOCIATES Sep 2017 – Oct 2018

**Chartered Accountants Firm, Delhi Designation –** Audit Assistant

Reputed and experienced Chartered Accountant Firm which assists clients on various financial matters and conducts all type of Audits like Statutory Audit, Internal Audit for various corporate clients.

During these 12 months my key responsibilities were as follow:

**Account & Taxation**

* + Assist in Conducting Internal Audit, Statutory Audit.
  + Computation of Tax liabilities of Company and e-filing of Income Tax Return.
  + E-filing of TDS Return
  + E-filing and e-payment of Goods and Service tax.
  + Enter bank transactions and reconcile bank balances on monthly basis by using accounting software, i.e., Tally ERP9.
  + Preparation of **Tax Audit Report**.
  + Process vendor and supplier invoices and prepare cheques and associated reports, as required.
  + Maintaining the documentation for Audit procedures.

**EDUCATIONAL QUALIFICATIONS:**

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| --- | --- | --- |
| **Professional Qualification** | | |
| **Professional Nomenclature** | **Institute** | **Year of Passing** |
| CMA(Final) | Institute Of Cost Accountants Of India | Pursuing |

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| --- | --- | --- |
| **Academic Qualifications** | | |
| **Examination Passed** | **Board /School /College**  **/University** | **Year of Passing** |
| M.COM | IGNOU | Pursuing |
| B. Com (Hons.) | Delhi University | 2016 |
| XII Standard | C.B.S.E. | 2013 |
| X Standard | C.B.S.E. | 2011 |

**COMPUTER SKILLS**

* Completed Information Technology Training of 100 hours from Institute of Cost Accountants of India.
* Skilful knowledge in various online operation of MCA, Direct Tax and Indirect Tax and other similar utility along with efficiency in internet/ email browsing and operation.
* Tally ERP 9.0, MS office (Word, Excel, and Power point), Internet application.

# Knowledge of Advance excel (Pivot table, Vlookup, Hlookup, if function, and or Function etc.)

**STRENGTH**

* Positive & Balanced approach.
* Smart worker and an Active learner.

**PERSONAL DETAILS**

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| **Father’s Name:** | Mr. Darwan Singh Negi |
| **Gender :** | Male |
| **Date of Birth:** | October 09, 1995 |
| **Present Address:** | H.No. 266, Street No. 6, Durga Enclave, Sehatpur,  Faridabad |
| **Permanent Address:** | H.No. 266, Street No. 6, Durga Enclave, Sehatpur,  Faridabad |
| **Languages known:** | English & Hindi |

**DECLARATION**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**Signature**

**Date:**

**Place: New Delhi Gaurav Negi**