

CURRICULUM VITAE



CA AMIT KUMAR

Chartered Accountant, B.com (H)

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CAREER OBJECTIVE:

To work in a healthy, innovative and challenging environment extracting the best out of myself, this is conducive to my learning and growing at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

WORK EXPERIENCE: -

Assistant Manager	Grant Thornton (GT) (Member firm of Grant Thornton International Ltd)	April 2017 – Present
<u>Clients Handled</u> <ul style="list-style-type: none">• BMJ Group India Private Limited• TRL Professional and Software Services (India) LLP• National Investment and Infrastructure Fund Ltd (NIIF Limited) and National Investment and Infrastructure Fund (NIIF)• Samhi Hotels & Argon Hotels Pvt Ltd• Gopivotal Software India Pvt Ltd• DTEC Industries• Sprint Link and Sprint Telecom India• UHPL (Urban edge Hotels) - AHM unit• Xceedance Consulting India Pvt Ltd• Proptiger Marketing Services Pvt Ltd• Locon Solutions Pvt Ltd• Makaan.Com Pvt Ltd• Aarde Technosoft Pvt Ltd	<ul style="list-style-type: none">- Control over end to end Accounting & Compliance of the company- Managing team work and review of work done by team,- Implemented the process improvement solutions,- Liaison with foreign accountants,- Handled operations of Accounts Payable (AP), Accounts Receivable (AR), Fixed Assets, General Ledger (GL), Expense reimbursement etc- Preparation of Cross Charge based on transfer pricing report- Preparation of financial information for Indirect and Direct tax Compliance- Ensuring the compliance of WH Tax (TDS), GST, Advance Tax and other statutory liability payable- Preparation of monthly financial statement (MIS) and Consolidated financial statement for management- Preparation of projected financials and variance analysis of the company- Preparation & Finalization of Financial Statement including Notes to accounts- Preparation of Tax Audit report (Form 3CD) and support in tax audit- Through management of the annual audit (Statutory, Tax and Internal Audit) preparation and relationship with the Big four auditors- Preparation/updation of Standard Operating Process (SOP) and AP and AR policy	
<ul style="list-style-type: none">• Attra Group• BMJ Group India Pvt Ltd	Preparation of <u>Single Consolidated Charts of Accounts (COA)</u> for Attra Group, which helped in company's monthly reporting and ease the annual consolidated financial statement preparation. <u>Transition</u> of BMJ India from old charts of accounts to new charts of accounts which helped holding company in consolidation of financial statement.	
<ul style="list-style-type: none">• KARL STORZ Endoscopy India Pvt Ltd	Involve in finalization of stock audit report and managing the team work.	

Assistant Manager (Accounts)	Indian Institute of Gems & Jewellery Delhi A Project of The Gem & Jewellery Export Promotion Council, Mumbai (Sponsored by The Ministry of Commerce & Industry, Govt. of India)	June 2016 – April 2017
<ul style="list-style-type: none"> - Preparation of monthly Comparative Financial Statement, - Preparation & finalization of Balance Sheet, Income & Expenditure a/c, Receipt & Payment a/c, Cash Flow Statement and Notes to Accounts as required for Non-Profit Organization u/s 8 of The Companies Act, 2013, - Worked closely with Statutory (T R Chadha & Co LLP) & Internal Auditor, - Processing of salary, honorarium, professional fees and deduction of TDS thereon, - Calculation, payment and filing of return of TDS, Service Tax and issue of Form 16/16A - Reconciliation of Form 26AS, Debtors, Creditors, Bank Statement etc., - Preparation of fixed asset register, addition / deletion of assets, calculation of Depreciation, - Detection of cash embezzlement of approx. INR 3.50 L in Deposit of Course Fees & Petty Cash Expense, - Preparation of Cash policy and procedure for the Company. <p><u>ASIDE (Assistance to States for Development of Export Infrastructure and Allied Activities) Project</u></p> <ul style="list-style-type: none"> - Assisting in Opening of Tender, - Checking the Balance Sheet, P&L a/c, Income Tax Return, VAT Registration, Work Order/Purchase Order, Tender Fees, Earnest Money, Bank Guarantee etc., - Ensuring that the Bidder is Technically sound to open the Financial Bid, - Ensuring the Financial Viability of Bidders, - Preparation of Technical & Financial Comparative of Bidders, - Preparation and Issue of Purchase Order and Terms & Conditions etc. 		

Executive/ Article Assistant	KMPJ & Company, Noida, UP Sanjay Ramesh Jain & Co., Delhi & Suresh Advani & Co., Delhi M. S. Chawla & Associates, Delhi	April 2008 – May 2016
<ul style="list-style-type: none"> - Conducted Statutory Audit and Tax Audit - Preparation & Finalization of Financial Statement - Preparation & Filing of TDS Returns / Service Tax Returns - Registration under TDS, Service Tax and VAT/Sales Tax - Incorporation of Company / LLP - Filing of Annual Return / Corporate filing - Drafting / Alteration of MOA and AOA and LLP Agreement - Drafting of Minutes, Resolutions of BM, AGM, EGM 		

ACADEMIC QUALIFICATION: -

Qualifications		Institute / University	% Obtained	Year of Passing
Chartered Accountant	Final 2 nd Group	ICAI	57	NOV 2016
	Final 1 st Group	ICAI	56	NOV 2014
	PCC (Both Group)	ICAI	50	NOV 2011
	CPT	ICAI	57	NOV 2007
B. Com (Hons.)		UNIVERSITY OF DELHI	49	2015
12 th		CBSE	72	2007
10 th		CBSE	62	2005

ACADEMIC ACHIEVEMENT:-

- ❖ **Scholarship for Senior Secondary Education** from **Jawahar Navodaya Vidyalaya**, Sponsored by The Ministry of Education, **Government of India**.
- ❖ **Exemptions in 4 papers** (Auditing, Strategic Financial Management, ISCA & Indirect Tax Laws) of **CA – Final**.

TECHNICAL PROFICIENCY: -

- ❖ Conversant with **Tally.ERP 9, Web e-Tel, Saral Office**
- ❖ Knowledge of **MS - Excel** and **MS - Word**
- ❖ Completed **ITT** and **GMCS** training as prescribed by the ICAI

PERSONAL INFORMATION: -

D.O.B:	11/12/1990
GENDER:	Male
MARITAL STATUS	Single
ADDRESS:	B-36, 2 nd Floor, Tagore Road, Adarsh Nagar, New Delhi-110033.

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Date:

Place: New Delhi

(CA AMIT KUMAR)