

OBJECTIVE

To work with an organisation that provides a platform for effective utilisation of opportunity, while striving to achieve all round personality development and willing to further enrich my knowledge base.

PROFESSIONAL AND ACADEMIC BACKGROUND

QUALIFICATION	BOARD/UNIVERSITY	YEAR
CA IPCC (Both Groups)	ICAI	NOV-2020
B.COM.	St. Xavier's College, Ranchi	2018
HSC	DAV Public School, Hazaribagh, C.B.S.E	2015
SSC	DAV Public School, Hazaribagh, C.B.S.E	2013

PROFESSIONAL EXPERIENCE

Article Assistant at M/s NKD & CO., CHARTERED ACCOUNTANTS, Ranchi.

(From June 2018 to July 2021)

Profile	Work Experience	Roles & Learning
Statutory Audit	PASA Resources Pvt. Ltd.	Compliance of: <ul style="list-style-type: none"> Preparation of Audit Plan Accounting Standards RBI Norms Standards on Auditing Provisions of Companies Act 2013 Stock Verification Banking Regulation Act, 1949
	Daulal Nandlal Trading Pvt. Ltd.	
	PASA India Pvt. Ltd.	
	Balaji Ores Pvt. Ltd.	
	Gajraj Automobile Pvt. Ltd.	
	Jharkhand State Agriculture Development Corporation Ltd (JSADCL)	
	State Bank of India (Branch)	
SME from diverse industries but not limited to NBFC, Glass, Advertising, Construction, Lifestyle, Automobile.		
Internal Audit	Sarla Birla Public School, Ranchi	<ul style="list-style-type: none"> Preparation of Audit Plan Review of policies, procedure documents and organisation chart. Analysis of Revenue Booking System Analysis of Stock and Stores Analysis of Financial ratios Collateral Inspection and stock verification Debtors and Creditors-Ageing Cost-cutting, structuring & pricing Review of Book Keeping and transaction recording system Analysis of Various Reconciliation Statement Compliance with laws and regulations. Discussion of findings with the management.
	Sharda Global School, Ranchi	
	Madan Motors Auto Wheel Pvt. Ltd.	
	SME from diverse industries but not limited to Glass, Construction, Lifestyle, Automobile.	

Taxation (Income Tax & GST)	<ul style="list-style-type: none"> • Income Tax Computation of Individual, Firms, Trusts and Companies. • Tax Audits of Clients engaged in hardware, handloom & trading industry. • Preparation & filling of TDS Returns & GST Returns. • Reply for notices from department and compilation of data to be furnished to department. 	<ul style="list-style-type: none"> • Preparation of Audit Plan • Analysis of Revenue Booking System • Tax Audit u/s 44AB of Income Tax Act, 1961
Others	<ul style="list-style-type: none"> • Preparation of Project Report and CMA Data for various loan financing. • Prepared Financial statements for various corporate clients as per schedule III of Companies Act 2013 • PAN Application, TAN Application, DSC Application. • Filing of company related forms. 	

STRENGTHS & SKILLS

Particulars	Experience
Leadership Skills	Organized sessions on technical aspects of studying & working effectively.
Team work Skills	Conducted various audits programs.
Communication Skills	Good for knowledgeable exchange of information.
Computer Skills	Working command over MS Office™, Tally. ERP (Accounting Software), Microsoft Dynamics (NAV) and accustomed to working in a Computerized LAN enabled environment.
Strength	<ul style="list-style-type: none"> • Effective and efficient performance even in extra working hours. • Energetic and enthusiastic towards goal with creative attitude. • Analytical problem-solving skills with root cause analysis.
Hobbies & Interest	Playing Cricket and Badminton, Web Surfing.