Curriculum Vitae of Pankaj

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To be a part of an esteemed organization wherein I can gain knowledge, skill and experience and use my analytical abilities and professional competence in the areas of Finance and Accounting so as to align mutual development of the organization and myself.

***Professional Qualification:***

* CA Intermediate : November 2011
* CS Executive Level : November 2012
* CA Final : Group 1 : November 2014
* CA Final : Group 2 : Result awaited

***Academic Qualification:***

* Bachelor of Commerce (Honours) : June 2010
* Master of Commerce (Economics) : June 2012

***IT knowledge:***

* MS Office
* Tally

***Career Synopsis:***

* B.M. Kothari & Co. , Jodhpur, India : From Feb. 2008 till July 2011

**Articled Clerk**

* Mangal Deep Group, Jodhpur, India : From March 2014 till April 2016

**Senior Accountant**

***Work Experience:***

Completed Articled service of three and half years from ***B.M. Kothari & Co.,*** Jodhpur, India in the year 2011 and gained experience as mentioned below:

* Statutory Audits and VAT Audit of Companies.
* Computation of VAT after netting off Output and Input Tax for various product categories.
* Filing of VAT Return on quarterly basis.
* Tax Audit of Sole Proprietorship, Partnership firms and Private Companies.
* Tax Computation, Preparation and Submission of Income Tax Return of Individuals, Sole Proprietorship, Partnership Firms and Companies.
* Compliance with Accounting Standards and Company Law requirements.

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Worked for two years with ***Mangal Deep group,*** Jodhpur, India from the year 2014 till 2016 and gained experience as mentioned below:

* Reviewed and released Purchase Orders and Contracts.
* Approved the Payment Certificate for Consultants and Contractors.
* Application of Accounting Standards issued by Institute of Chartered Accountants of India (ICAI).
* Preparation of budgets and monitoring of operating budget.
* Performed month end closing and reporting.
* Ensure the completion of annual audit prior to deadline of Income Tax Return i.e. 30th September.
* Managed Cash flow of the company.

***Personal profile:***

* Date of Birth : 14th August 1989
* Father’s name : Gopi
* Marital Status : Married