**PRATIK**

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**PROFESSIONAL SYNOPSIS**

* Experience of more than 7 years including 3.5 years of internship in Statutory Audit, Internal Audit, VAT Audit and Taxation in diverse industries.
* Currently working in a mid size firm of Chartered Accountants in Pune, India and have appeared for CA Final Course of ICAI and Professional course (Final) of ICSI. **Passed one group of Professional Course (Final) of ICSI.**

**CAREER OBJECTIVE**

To rise as an expert in the field of finance management and to work with the best people in this field.

 **WORK EXPERIENCE**

* **G.M.OKA & Co., Chartered Accountants – July 2008 – till date.**
* **Brief Facts of Employer:**

A partnership firm of Practicing Chartered Accountants, having two partners, and engaged in providing Statutory Audit, Tax Audit, VAT Audit, Internal Audit and related services.

* **Position held :** Article Assistant (till January 2012), Sr.Audit Executive (January 2012 till date )
* **Work Responsibilities:**
1. **Statutory Financial Audits:**

**Public and Private companies – Manufacturing industry, Publishing House, NGOs**

* Ensuring proper accounting and adequacy of internal controls
* Ensuring adherence to statutory compliances
* Finalisation of Annual Accounts
* Preparation of Audit Report under Companies (Auditor’s Report) Order, 2003

Few of the assignments handled are as below:

1. Sakal Papers Ltd.(A Printing House having a turnover of around Rs. 400 crores)
2. Pravi Autoswings Pvt. Ltd. (A manufacturing company having a turnover of around Rs. 12 crores)
3. Brihan Maharashtra Sugar Syndicate (A liquor manufacturing company )
4. BAIF Research and Development Center(An NGO working in agricultural , horticulture, animal husbandry and agro products research and development )
5. **Internal Audit Assignments:**

Following areas were handled during the audit assignment

* Statutory compliance checking under various laws
* Internal controls analysis of production, purchases and inventory flow
* Stock Valuation of Raw Material, WIP, Finished Goods
* Compliance with Company Act, 2013
* Preparation of CARO

Few of the assignments handled are as below:

1. Hindustan Antibiotics Ltd. (A government company manufacturing medicines )
2. Corona Bus Manufacturing Ltd. (A bus manufacturing Company)
3. KSH International Ltd. (Company insulating copper wires for industrial use)
4. **Income Tax related work:**
* Tax Audit of different companies & firms
* Income tax return preparation of companies & firms
1. **VAT Audit Assignments :**
* Filing of 704 form of VAT return
* Reconciliation Statement between amounts as per audit and as per returns
* Filing VAT and CST returns of companies
* Conducting VAT audit

1. **Other Assignments :**
* Preparation of Project Report for Scientific equipment firm
* Consultancy regarding compliances with Ind AS and ICDS
* Filing of individual Income Tax Returns
* Compliance with Shop Act for Jewellers

**ACADEMIC BACKGROUND**

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| --- | --- | --- | --- |
| **Name of qualification** | **Awarding Institution / Authority** | **Month and Year of examination** | **Score (%)** |
| CA (PCC Exam) | Institute of Chartered Accountants of India | November 2012 | 52.50 |
| CA (CPT Exam) | Institute of Chartered Accountants of India | June 2008 | 54.50 |
| CS (Executive Exam ) | Institute of Company Secretaries of India | December 2012 | 54.50 |
| Bachelor of Commerce (B.Com) | Brihan Maharashtra College of Commerce , Pune University | April 2011 | First class |
| Standard 12 (HSC) | Vivekanand College , Kolhapur (Maharashtra State Board) | March 2008 | 86.50 |
| Standard 10 (SSC) | St. Xaviers Convent School , Kolhapur (Maharashtra State Board) | March 2006 | 78.93 |

**PERSONAL INFORMATION**

Date of Birth : March 01, 1990

Computer Skills : Well versed with MS Office, Basic knowledge of SAP

Languages known : English, German, Hindi, Marathi

Special Achievements : (i) **State level** Lawn Tennis Champion

 (ii) Stood **7th in Kolhapur Board** in HSC (Standard 12) exam

 (iii) Got exemption in **Income Tax** in CS Intermediate.

 (iv)Got exemption in **Auditing & Assurance** in CA PCC Exam.

Personal Interest : Trekking, Collecting Coins, Travelling, Playing Lawn Tennis