Justin [Last Name]

# [Justin.335037@2freemail.com](mailto:Justin.335037@2freemail.com)

# Objectives

I am currently seeking a position which enables me to make the optimum use of my skills and present opportunities for professional growth and provide value addition to the organization.

# Personal Information

**Date of Birth:**  9th December 1988

**Nationality:** Indian

# Professional Qualifications:

* Passed both groups of IPCE in November 2010 securing First Class.
* Passed CPT in December 2009 securing First Class with Distinction.

# Educational Qualifications:

* Passed Bachelor of Science (Computer Science) in April 2009 securing Second Class from Mumbai University.
* Passed HSC (Science) in February 2006 securing Second Class from Mumbai University.
* Passed SSC in March 2004 securing First Class from Maharashtra State Board.

# Computer Skills

Proficient in the use of the following:

* Windows Operating Systems
* Microsoft Office
* Tally.ERP 9
* SAP

# Prior Experience

1. Audit Executive at Sharp and Tannan, Chartered Accountants from June 2014 to October 2015

Work Exposure:

* Finalization of Financial Statements
* Compliance with Accounting Standards and other reporting norms.
* Physical stock take and valuation as on the year end with the Accounting Standards issued by the ICAI.
* Analysis of Receivables Ageing, Confirmation procedures and legal cases
* Analysis of cash and bank balances.

Clients handled:

Statutory Audit and Tax Audit:

* Crompton Greaves Limited
* Ramani Hotels Limited
* Fowler Westrup India Private Limited
* Dickinson Fowler India Private Limited
* Topps India Sports & Entertainment Company Private Limited
* Indo-Italian Chamber of Commerce
* SNDT Women’s University

1. Article Assistant Sharp and Tannan, Chartered Accountants from March 2011 to March 2014

Work Exposure:

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* Compliance with Accounting Standards and other reporting norms.
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**Bank Audit**

* Dhanlaxmi Bank

1. Accounts Executive with New Life Fellowship Association from April 2008 to May 2010.

**Responsibilities:**

* Preparation of Bank Reconciliation Statements.
* Preparation of schedules for Accounts Finalisation.
* Assisted in preparation of Final Accounts.
* Routine Data Entry.
* Maintenance of Cash and Bank Vouchers.
* Maintenance of Fixed Asset Register.
* Filing of quarterly TDS returns.
* Preparation of income tax assessment scrutiny details.
* Assistance in internal and statutory audit.