**Curriculum Vitae**

**Nagaraja**

[Nagaraja.349836@2freemail.com](mailto:Nagaraja.349836@2freemail.com)

**Result-oriented Professional in pursuit of challenging and enriching middle managerial assignments in Finance & Accounts with an organization of high repute.**

**Profile Summary:**

* **CA-Inter &B.com graduate** with **3 years** of experience in **CA firm**.
* Experience of **handlingassignments** including overall responsibilities of final deliverables, which includes – conducting meetings with various levels of client personnel, identifying bottlenecks and finding solutions to them.
* Experience of working under **minimum supervision, managing teams** and **meeting deadlines.**

**Educational Qualifications:**

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| 2013 | **CA-Inter** Group-1 From The Institute of Chartered Accountant of India with 53% |
| 2013 | **B.Com** from Poorna Prajna Evening College, Udupi with 70% Marks (Mangalore University) |
| 2012 | **CA-Entrance** From The Institute of Chartered Accountant of India with 50% |
| 2010 | **Pre University** in commerce from MGM, Udupi with 74% (Department of PUE, Karnataka) |
| 2008 | **SSLC** from Christian High School, Udupi with 61% (Karnataka Board) |

**Computer Proficiency & other details:**

* Information Technology Training (ITT) Course conducted by ICAI (MS Office, Tally etc.)
* Well versed with MS Office Package, Tally ERP accounting, Saral Software (Income Tax, TDS & TCS).

**Working Experience: *Kamath, Shetty & Co., Udupi*, Chartered Accountants.**

**Designation: Articled Assistant (August 2013 – August 2016)**

* Preparation of financial statements and financial reporting of corporate and Non-Corporate entities as per relevant Accounting Standards and applicable laws.
* Writing up of books of Accounts and finalization of accounts of Trading, Manufacturing and Service Sector Industries.
* Auditing of Trusts, cooperative societies and cooperative banks.
* Internal and statutory Audit of various corporate and non-corporate entities mainly of Hospitality, pharmaceutical, Educational Institution, Construction & Insurance Sector industries.
* Statutory Audit of Nationalized Banks.
* Tax Audit of various entities under The Income Tax Act.
* Compiling and e-filing Tax returns of Corporate and non-corporate entities.

**Position of Responsibility:**

* Event organizer at Diamond Jubilee celebration of MGM College. Responsible for organizing seminars, cultural events and intra-region competitions.
* Event coordinator of Shri Poorna Prajna College Fest Responsible for Designing and conducting the Marketing Event

**Strengths, Skills & Achievements:**

* Hard working, determined, team player and sincere.
* Friendly and can adjust to any situation
* Leadership Quality.
* Have done General Management and Communications Skills (GMCS) from ICAI.
* First prize in District level face painting competition organized by Vidyaniketan Pre-University College.
* Represented the College in the University Level chess completion
* Represented the College in the University Level Inter-collegiate Basketball competition
* Cleared National Cadet Corps (NCC) ‘A’ certificate exam (2006)