**SANTOSH**

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**CA, B.COM**

# CAREER OBJECTIVE

**To hone my professional skills, to add value to the organization by my professional competency and to grow with the growth of the organization.**

# SYNOPSIS

* **CA Final (ICAI)** qualified with knowledge of the subjects like Audit & Assurance, Strategic Financial Management, Taxation, Accountancy.
* **B.COM** graduate from Indira Gandhi National Open University, New Delhi, India.
* Professional outlook with effective communication skills.
* Strong ability to adapt in working conditions.
* Disciplined & Punctual in achieving the assignment given.

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Degree/Course*** | ***Institute*** | ***Year of Passing*** | ***Score*** |
| CA Final | ICAI | Nov 2016 (Both Groups) | 57.87 % |
| CA IPCC Group II | ICAI | May 2013 | 53.33 % |
| CA IPCC Group I | ICAI | May 2012 | 50.50 % |
| CA CPT | ICAI | Dec 2010 | 62.50% |

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Course*** | ***University/Board*** | ***Year of Passing*** | ***Score*** |
| B.COM | IGNOU, New Delhi, India | 2015 | 57.25 % |
| Class XII | HSEB, Nepal | 2010 | 66.20 % |
| Class X | Govt. of Nepal | 2008 | 85.75% |

## WORK EXPERIENCE

**Audit Executive (May 2016 – August 2016)**

**M/s R.K. Goel & Co. {Chartered Accountants}, New Delhi, INDIA**

* Statutory & Tax Audit of Saudagar Mal Mamman Lal Private Limited (a Manufacturing company)
* Internal Audit of Tex Knots International (A manufacturing company)

**Accounts Executive & Tax Consultant (Oct 2015 – Apr 2016)**

**M/s Rachana Adhikari & Co. {Chartered Accountants}, New Delhi, INDIA**

* Finalisation of Financial Statements of various companies independently.
* Filing of Income Tax Returns, VAT returns and Service Tax Returns.

**Articled & Audit Assistant (Oct 2012 to Oct 2015)**

**M/s S.K. Maheshwari & Co. {Chartered Accountants}, New Delhi, INDIA**

**M/s S. Mann & Co, New Delhi, INDIA [Worked as An Outsourced Audit AssistanT]**

The Significant Professional Experience gained during my articleship period are as follows :

* **Company Audit :**
* Statutory Audit of **Oriental Insurance Company Limited**, 2014-15.
* Internal Audit of I.S.P. Construction Private Limited, 2013-14.
* Statutory Audit of College of Engineering & Rural Technology.
* Statutory Audit of Achiever Hospitality Private Limited.
* Statutory Audit of SMM Exports Private Limited.
* Statutory Audit of JAS Contractors Private Limited.
* Statutory & Tax Audit of various other Companies.
* **Bank Audit** :
* Central Statutory Audit of **State Bank of Hyderabad**, 2014-15.(Quarterly/ Annual)
* Branch Statutory Audit of Bank of Maharastra, 2013-14.
* Branch Statutory Audit of Allahabad Bank, 2013-14.
* Concurrent Audit of Union Bank, 2013-14.
* Stock Audit of Punjab & Sind Bank, 2012-13.
* Stock Audit of Retail Loan Hub UCO Bank, 2012-13.
* **Accounting :**
* Preparation & Finalization of annual financial statements of the companies along with all exhibits and schedules.
* Finalization of financial statements of partnership firms, proprietary concerns.
* Compliances of Companies Act, Income tax Act and various Labour Laws in the books of account.
* Compliances of Schedule III, Schedule II, Accounting Standards & Guidance Notes.
* Preparation and review of various reconciliation statement e.g. BRS, stocks etc

* **Taxation** **:**
* Tax Audits, Filing Income Tax return (ITR), TDS return of various public and private limited companies, High Net worth Partnership firms, Individuals & Non Profit Organization.
* Preparation of Case Papers of companies, individuals and Non Profit Organizations for scrutiny Assessments & Appeals.
* Preparation of Tax withholding certificate [Form 16/16A] and assisted on several tax advisory &compliance matters.
* Registration & return filing of Service tax, DVAT and Excise.
* Preparation of Papers of companies and individuals for sales tax assessments, special audit of service tax.
* Issuing of different forms under DVAT.
* Working knowledge of ESI, EPF and other Labour law Compliances.
* **Financial Management & Corporate Affairs :**
* Assisted in Preparation of Appraisal note, Drafting of deeds and documents.
* Filing Annual returns, forms regarding Incorporation of companies, DIN forms, XBRL etc.
* Assisted in drafting of Minutes & resolution of meeting.

## TECHNICAL EXPOSURE

* Expert Knowledge of Accounting Software Tally.
* Conversant with MS-Word, MS-Excel, MS-PowerPoint.
* Completed Information Technology Training from ICAI.

**PERSONAL DETAILS**

Date of Birth : 23-08-1992

Marital Status : Single

Languages known : English, Hindi & Nepali

### Hobbies & Interest : Listening to Music, Travelling, Reading Books.

Nationality : Nepalese

Visa Details : Long Term Visit Visa Valid Till 31/05/2017

**Declaration** : I do hereby declare that the details given above are true to the best of my knowledge.