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| **SAGAR****SAGAR.371203@2freemail.com** |  |

 Sub. : Application for the position of “ **Accountant**”

Sir/Madam,

Greetings to you.

I anticipate that you will be looking for Accountant who can take complete responsibilities in managing and administering the accounting systems.

I am attaching my Resume for your ready reference, record and perusal. You will notice that my overall academic qualifications, skill sets and expertise align with the requirements that you have in mind.

I am confident of being a part of your set-up where I can successfully meet your goals. It would be my pleasure to discuss my inclinations to join your set-up in a personal meeting with you.

I will look forward to receiving a call from you for a convenient date and time for a personal interview with you, and i can join job immediately after getting appointment letter.

Currently I am in Dubai on Visit Visa for 3 months till August 2017.

Thank you for taking time to review my resume.

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| **Resume of** **Sagar**  |  |
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**IMG-20170528-WA0000_CV.jpg**  |  |
|  |  **Academic Background**  |
|  | **Degree** | **Result** | **Year**  | **University**  |
|  | HSC (12TH) | 75% | JUNE 2013 | Maharashtra state board, Mumbai(India) |
|  | CA CPT | 52% | JAN 2014 | The Institute of Chartered Accountant of India |
|  | Bachelor of Commerce | 60% | April 2016 | University of Mumbai |
|  | Master of commerce |  |  Persuing  |  University of Mumbai |
|  | **Experience**  |
| **Date of Birth :**12-08-1995**Marital Status :**Unmarried**Languages known :**English, Hindi, Gujarati |  | * Worked as an Article Assistant at SPP Associates, (Chartered Accountancy Firm – Navi Mumbai) for the period from November 2015 to May 2017 (1.5 years)
	+ Key responsibilities included 🡪
	+ Handling Service Tax compliances
	+ Handling TDS compliances
	+ Preparation and Filing of Income Tax Returns for Individuals, HUF’s, Firms and Companies
	+ Conducting and Handling Tax Audits and other Statutory Audits
	+ Handling day-to-day Banking affairs of the firm.
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|  | **Computer Literacy** |
|  | * Underwent 100-hours I.T. Training program conducted by ICAI as a part of the Course curriculum to learn MS-Office Suite, Tally, Internal control and security systems.
* Proficiency at analysis and research using the e-Web.
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|  |  | **Vocational Training** |
| **Salary :**In commensurate with qualifications and experience  |  | * Underwent 8-day orientation course conducted by ICAI as a part of Course curriculum. Learnt and practiced the following skills :
	+ Effective Communications
	+ Team Building
	+ Interpersonal skills
	+ Presentation skills and
	+ Managerial skills
* Underwent a 100-Hours Information Technology Training (ITT) conducted by ICAI as a part of Course curriculum.
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