**Meet**

**CA Inter, M.com**

Email :- Meet.382964@2freemail.com

CAREER OBJECTIVE:-

To obtain a responsible and challenging position in an Organisation where my skills and proficiency would provide direction for the continuous betterment of the Organisation and also cede me the scope to gain sufficient work experience.

PROFESSIONAL QUALIFICATIONS:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Institute** | **Year** | **Result** |
| CA IPCC (Group 2) | ICAI | Nov 2015 | 52.33% |
| CA IPCC (Group 1) | ICAI | May 2015 | 53.25% |
| CPT | ICAI | June 2012 | 50% |

ACADEMIC QUALIFICATIONS:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Institute** | **Year** | **Result** |
| M.com | Mumbai University  | 2017 | 60% |
| B.com | Mumbai University | 2015 |  67% |

WORK EXPERIENCE:-

 **Firm :- Amit V. Pobari & Co. Chartered Accountants, Ahmadabad**

 **Period :- Oct.2017 - Aug.2018**

 **Designation :- Article Assistant**

* Preparation of Financial Statement in accordance with The Companies Act 2013 and Accounting Standards applicable to the Industries.
* Preparation of Accounts of Individual clients in tally and MS Excel.
* Finalization of Accounts and preparation of Audit Report as per The companies act 2013.
* Preparation of Budget and variance analysis and Cash Flow Statements.

 **Firm :- M/s M.L.Sharma & Co. Chartered Accountants, Mumbai**

 **Period :- Nov.2015 - Oct.2017**

 **Designation :- Article Assistant**

* Preparation of Financial Statement in accordance with The Companies Act 2013 and Accounting Standards applicable to the Industries.
* Analyzing financial statements and operational information i.e. financial ratio, sales forecasting, budgeting and managing cash flow.
* Preparation of Accounts of Individual clients in tally and MS Excel.
* Verification of Purchases, cash payment vouchers.
* Finalization of Accounts and preparation of Audit Report as per The companies act 2013.
* Conducting Statutory Audits of Various Companies, Partnership Firms and Trusts.
* Conducting Tax Audit as per the provisions of Income Tax Act.
* E-Filling of Income Tax Returns of Various Entities.

 Conducting an Internal Audit and Physical Stock Verification of a Company

Carrying Textile Business.

 **Firm :- M/s B.Vithlani & Co. Chartered Accountants, Mumbai**

 **Period :- Aug. 2015 - Nov. 2015**

 **Designation :- Article Assistant**

* Preparation of Financial Statement in accordance with The Companies Act 2013 and Accounting Standards applicable to the Industries.
* Analyzing financial statements and operational information i.e. financial ratio, sales forecasting, budgeting and managing cash flow.
* Filling and preparation of Income Tax Return, VAT Return and Service Tax Return.
* Preparation of Bank reconciliation statement and Customer Balance reconciliation.

EXTRA-CURRICULAR ACTIVITIES:-

* Completed GMCS -1 training (ICAI).
* Completed 100 hours of information technology training course (ICAI).
* Completed Orientation Programme (ICAI)

SKILLS:-

* Working Knowledge of Tally ERP 9.0
* Well versed with MS Excel, MS Word and MS Power Point.

PERSONAL INFORMATION:-

* Date of Birth :- 13th July,1994
* Languages Known :- English, Hindi & Gujarati
* Marital Status :- Single
* Nationality :- Indian
* Visa :- On Tourist Visa Valid up to 13th November, 2018.
* Hobbies :- Cricket, Watching Movies & Listening to Music.