****

**KAPIL**

Email:- [kapil.384423@2freemail.com](mailto:kapil.384423@2freemail.com)

|  |  |
| --- | --- |
| **CAREER OBJECTIVE** | To work in a dynamic business environment that provides me a vide spectrum of experience and exposure. And, enhance my knowledge and skills through sound and practical exposure and utilize them to optimum level and create a catalytic effect for the benefit of the organization I serve. |
| **PROFESSIONAL QUALIFICATION** | * C.A - CPT Cleared in the month of May , 2007 * C.A - PCE Cleared in the month of November, 2010. |
| **ACADEMIC QUALIFICATIONS** | * Passed B. Com from Dr. Bhim Rao Ambedkar University, Agra with IInd Div. in March, 2009. * Senior Secondary Course from Simpkins school, Agra with Ist Div. in 2006. * High School Course from Simpkins school, Agra with Ist Div. in 2004. |
| **WORK EXPOSURE, INTEREST, ASSIGNMENTS & RESPONSIBILTIES** | 1. Work Exposure     Completed 3.5 years Apprenticeship as required by ICAI, NEW DELHI, India under M/s S.N. Gupta & Co., Agra from July 2007 to Jan,2011    From February, 2011 to April, 2011 worked with M/s S.N. Gupta & Co as an Employee    From May, 2011 to Febraury, 2012 was busy in studies for CA final outside hometown.    From June, 2012 to Dec, 2013 was worked with M/s S.N. Gupta & Co., Agra as an Audit Manager and leading team of 8 members.    From February, 2014 to 20th Dec, 2014 worked with M/s Agrawal Goyal & Co.,  Agra.    Worked with Stone men Crafts India P Ltd from 22nd December, 2014 to August 2015. Company engaged in Marble Handicrafts and 100% EOU    Audit of Financial Statements ensuring compliances with Indian Gaap,,Accounting Standards, Standard on Auditing etc.    Conduct Statutory Audit in accordance with Companies Act,1956 and rules frwased under law    Tax Audit u/s 44AB of the Income Tax Act, 1961 including tax audit report.    Analysis of draft financial statement including notes to accounts    Prepare Income Tax Return of various clients    Checking & Establishment of Internal Control System.   1. Responsibilities     Control costing in respect of Labour overtime because of entity is of labour intensive and excessive purchase of material (by matching with the planning sheet and decide reorder level)    Working along with the director in respect of Booking of Forward Contract with the bank in respect of foreign exchange.    Internal Audit of books of Accounts maintained by the Account department.    Checking Internal Control System of the Company in respect of goods received and issue to the production department till the goods finally dispatched for export.    Checked Compliances of Statutory requirement in respect of Service Tax, TDS and other taxes to save interest and other penalties due to non payment/on short payment/ late payment.    Checking of the Documentation in respect of Shipping Bill, Bill of Lading, Drawback received and disposal of Focus product license in respect of each sale invoice maintained by the Logistic Department.    Also handling the work of HR department in respect of Personal Documentation for the requirement of C-T PAT Audit and TARGET AUDIT.   1. My Interest Area- Taxation, Checking and Improving of Internal Control System, if   require.   1. Responsibilities As Account Manager in Planet Blue Marine Services     I was responsible to create the procedure to control of the company.    To control and tracking system of sales and purchase on one to one basis.    Follow the sales officers & executives for delivering the supplies to complete the job.    Responsible for the dispatching the invoices to the clients.    Follow up for the payments with pre intimation on due date and due date.    Follow up the due dates for payable wasount and after approval for payment, just  intimate to the respective vendor for the collection of cheque    Responsible for submit weekly report includes sales summary, receivables, payables, Advance to the supplier, Master transaction file, List of pending jobs etc to the management  Responsibilities As Senior Accountant in TSS TRADING LLC    I was handling and solely responsible for maintaining accounts subject to allowed for access on my user ID.    I was preparing sales commission detail on basis of instruction quarterly basis.    I was coordinating with Internal Auditor and External auditor if requires and further more I was also assisting in preparation of financial accounts ( Balance sheet, Profit & Loss statement and Cash Flow-Indirect method) on monthly basis and closing at the end of year with proper Adjustment entries .    I was responsible for the making report on Accounts Receivable and Accounts Payable.    I was coordinating with the suppliers as well, for quotation & delivery dates .    I was responsible for preparing salary sheet after making all adjustment of advances.    I was responsible for making Full n Final settlement of outgoing employees.    I was responsible for handling petty cash and cash realization of cash sale.    I was responsible for providing report to the management as per their requirement and easy to understand.    I was responsible for total invoicing and comparison of stock for rental jobs.    I am confident in decision making in many things as per available situations.  . |
| **MIS REPORT-**  **MANAGEMENT**  **INFORMATION**  **SYSTEM** | * I am able to work and report on MIS on timely basis as per requirement of company management. Basically this is to be done on monthly basis to get the variances between actual and budgeted financial data. And this report can be prepared into two columns like monthly basis and year to date. MIS Report includes * Trail balance * Set of Financial Statement- Balance sheet, Profit and Loss and Cash flow * Debtors Ageing * Creditors Ageing * Bank Reconciliation * Comparison and detailed statement of variances between data if any. * Inventory reconciliation if possible. |
| **VAT TAX EXPOSURE IN UAE** |   I am able to work for VAT as well on the basis of providing guidance or basis of VAT law.  I am able to find on what Expenses VAT we can claim or on which not  I am understanding VAT easily and able to file periodically return as well as per requirement of Federal Tax Authority of UAE |
| **COMPUTER SKILLS** |   MS Excel, MS Word, MS PowerPoint    Tally 9.0, Tally ERP    Internet Browsing    **Recently Finished SAP FICO Module from the Institute at Delphi Training Centre, Burjman** |
| **SAP FICO at End User Level for Account Receivable /Payable.** | * Creation of Customer/Vendor * Preparing / Posting of their Invoices. * Settlement of payment in terms of full payment, Partial payment or residual payment * Display of their correspondence to reconcile their statement * Putting Dunning process |
| **EXTRA-CURRICULAR ACTIVITIES** |   Actively participated in meetings conducted in office regarding various issues.    Participation in Elocution & International Seminar in 2009 organized by the Institute of Chartered Accountants of India.    Handling some personal clients for various issues like Accounting, Income tax savings etc. |
| **HOBBIES DURING SPARE TIME** |    Listening Music     Watching Movies    Travelling- I was fond of travelling particularly new places    Interacting with persons |
| **PERSONAL DETAILS** |   Date of Birth : 02/10/1987    Languages Known : English and Hindi    Nationality : Indian    Marital Status : Bachelor |
| **PERSONAL ASSETS** | 1. Good Logic and Analytic Skills and aptitude for work.   2 Contribute the best for achieving team and organization goals  3.        Positive approach and able to grasp new, concepts and procedure quickly..  4.        Capable of being managed administrative activities also in well mannered.  5.        Capable of being Identify and manage or mitigate the risk of entity.  6.        Capable of evaluation of Internal Control process of entity to conduct operation and reduces loop holes in internal control process as prepared for some entities Like Sagari Leather P Ltd, Valeccha Engg Ltd.  7 . I am able to find solutions related to Accounts and Audit problems. |

**BIRDS EYE VIEW ON MY CAREER FLEXIBILTY**

|  |  |  |
| --- | --- | --- |
| Company /Employer Name | Working Period | Reason To Resign |
| M/s S.N. Gupta & Co. (CA Firm) | May 2007 to Dec,2013 | Wanted to take new projects/New work |
| M/s Agrawal Goyal & Company (CA Firm) (On Project basis) | February 2014 to 20th December 2014 | Due to completion of Projects &Work |
| M/s Stone men Crafts India P Ltd | 22nd December,2014 to 20th August,2015 | Due to Settle in UAE. |
| M/s Planet Blue Marine Services | 27th October 2015 to 5th April,2016 | Due to Shifting better opportunity. |
| M/s TSS Trading LLC | 12th April 2016 to 11th June, 2018 | Due to completion of Labor contract. |

**SELF DECLARATION**

It is hereby declared that all the information provided in my CV are true and clear.