**KULDEEP**



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| Email | : kuldeep-390498@2freemail.com |
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| Marital Status | : Unmarried |
| Date of Birth | : 08/01/1993 |
| Nationality | : Indian |
| Language known | : English, Gujarati, Hindi |



**Carrier Objective**

Seeking for a challenging position in an organization that will allow me to display my experience and good problem solving skills to make a company grow by solving their problems. Looking forward to use my skills for the betterment of the company and to increase my potential as well.

**Education**

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| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Passed in Year** |  |
|  |  |  |  |
| Chartered Accountancy | ICAI | April 2011 to November 2015 |  |
| Graduation (B.Com) | Gujarat University | July 2010 to April 2013 |  |
| \*ICAI - The Institute of Chartered Accountant of India |  |  |
|  |  |  |  |
| **Work Experience** |  |  |  |
| Firm | : **Chartered Accountants**  |
| Designation | : Senior Associates |  |  |

**Major Responsibility Includes:**

* Analysis of draft financial statements including notes to accounts.
* Advising accountant with respect changes and correction in books of accounts.
* Lead the audit team for conducting Tax Audit of Individuals, Firms and Companies and preparation of Tax Audit Reports & annexure.
* Preparation of Income Tax Return of individuals (including HNIs), HUFs, Firms and Companies and complied with the respective due dates.
* Re-checking of GST accounting, timely filing of GST returns.
* Preparation of Various certificates.
* Project finance work with major nationalize and NBFC banks.
* Financial works includes obtaining retail loans including Home loan, Mortgage loan, Credit facility on stocks, Machinery loan etc.



Company Designation Duration

: **Hari Krishna Exports Pvt. Ltd. - (Diamond Manufacturer and Exporter)**

: Finance Manager

: July 2016 to December 2017

**Major works includes**

* In charge of the funding position, dealing with Bankers and cost reduction especially financial cost as well as looking after the Accounts and Audit matter and to deal with Auditors of the company.
* Carrying out internal audits to check proper financial controls are in place for smooth running of financial accounts of the company.
* Preparing and maintaining statutory books of accounts & financial statements in compliance with Accounting Standards & IFRS.
* Preparing and reconciling monthly MIS reports and making presentation of the same to the management on monthly basis.
* Liaison with Statutory, Internal, System Auditors and ensuring smooth audit for clients.
* Involved in the preparation of CMA data for obtaining various bank credit such as PCFC/EBRD (in foreign currency), Term loan etc.
* Regularly liaising with banks and other financial institutions.
* Liaison with Credit rating agency (such as CARE, ICRA and CRISIL) for Regulatory changes in Valuation policy and status of financial position of the company.
* Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Supervising junior members of staff and trainee accountants.
* Well versed with Statutory compliances like VAT/GST/PF/ ESIC/ TDS/ Service Tax
* Was instrumental in reducing the financial cost of the company.
* Being in charge with senior CA of a company’s entire financial operations.
* Organising and handling successfully quarterly consortium meetings with Bankers of the company.
* Conducting monthly meeting with Accounts and finance team, taking their review and solving their routine issues.
* Possessing strong technical skills in both management and financial accounting and comfortable utilizing financial information systems.



Firm Duration

: G**andhi & Lakhani Chartered Accountants**

: 3 Years of Internship

**As an article assistant, some of my responsibilities were as under;**

* Accounting of various clients in different software.
* Assisted Senior CAs in Statutory Audits (including outstation audits) and in Internal Audit and preparation of Audit Reports.
* Actively assisted in conducting Statutory Audit of nationalized **Bank**.
* Preparation of Income Tax Return of individuals, HUFs, Firms and Companies.
* Computation of Advance tax and tax planning measures.
* Drafting of Refund / Rectification letters & personally following up matters with Department officials.

**Strength and Skills**

* Proficient in MS Office, accounting software such as Tally ERP, QuickBook etc.
* Good Listener and always encourage suggestions from colleagues
* Self motivator and high level of energy
* Quick learner with ability to multi-task

**Achievements and Certificates**

* + 100 hours computer training at ICAI
	+ 35 hours Orientation Program from ICAI
	+ General Management and Communication skills – 1 (from ICAI)
	+ General Management and communication skills – 2 (from ICAI)