**Sub: Application for the post of** [**CA**](https://citi.taleo.net/careersection/careersection/candidateacquisition/flow.jsf)**in your esteemed Orgnisation**

Dear Sir/Madam,

Keeping in view the reputation of your esteemed organization in terms of Accounts and Financial services, grooming young CAs, healthy work culture, bright future prospects and motivating financial rewards, I am motivated to apply for the above mentioned post.

I take this opportunity to introduce myself as a qualified chartered accountant of May 2014 Batch from the Institute of Chartered Accountants of India (ICAI). I also did Master in Business Administration in Finance from Institute of Management Technology (IMT), Ghaziabad in 2013.

I can assure you with my academic background accompanied with the knowledge and skills acquired during my articleship and post article ship over a period of 4 year, I would be able to make meaningful contribution to your organization, especially in the areas of Accounts & taxation and I am very keen to apply my skills and expertise in today’s Finance and Banking era.

I am enclosing my curriculum Vitae herewith for your kind perusal and which will provide you further information of my education, hobbies and work experience.

Looking forward to have an opportunity of meeting you in person for more detailed discussion and exploring possibilities further.

With Best Regards

CA.Neeraj Kumar

Encl: CV

# **Curriculum Vitae**

# **Neeraj Kumar**

# Email: [caneeraj25@gmail.com](mailto:caneeraj25@gmail.com)

# Mobile: +91 9818279729

##### Career Objective

* To pursue a dynamic and challenging career with an organization of repute and to serve with positive attitude and efficiency, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

##### Professional Qualifications

* CA Final (Group II) : Cleared in May 2014 with 56.25% marks.
* CA Final (Group I) : Cleared in Nov. 2012 with 51.25% marks.
* CA PCC (Group II) : Cleared in Nov. 2011 with 64% marks.
* CA PCC (Group I) : Cleared in May 2011 with 56% marks.

##### Academic Qualifications

* MBA (Finance) in 2013 from IMT Ghaziabad.
* One year Post Graduate Diploma in Financial Management.
* B.Com in 2010 from Delhi University.
* Senior Secondary Examination in 2006 from CBSE Delhi.
* Matriculation Examination in 2004 from CBSE Delhi.

Professional Experience

**AKBN And Associates (From September 2014 to Till Date )**

Currently designated as Associate.

JOB PROFILE:

* Practical experience in Auditing, Accounting, Taxation, Law & Financial Management.
* Evaluation and analysis of CMA data of companies for loan proposal.
* Preparation & filing of Income tax return, ROC return, TDS Return, Service Tax return.
* Preparation & filing of Bill of Entry under Custom Act.
* Preparation of Financial Statement and annual report of Companies.
* Preparation and analysis of projected financial statement and financial forecasts of various companies.
* Conducted Statutory & Tax Audit and Preparation of Audit Report in compliance with Auditing Standards of various companies.
* Preparation of deeds and legal documents.
* MIS reporting by using MS Excel at Operational and Client level.
* Generate timely and accurate reports for analysis. Creating MIS/ Dashboard report and presenting it to the concern Department.
* Implement and analysis data to create daily, weekly, monthly, and quarterly reports.
* Managing the Monthly, Weekly & Daily Report Creating in MS-Excel and MS-Access through in depth analysis and producing the actionable information.
* Generating & maintaining day to day MIS Data and updating the management.
* Extensive usage of MS Excel (Hlookup, Vlookup, Pivot table).

**Area of Interest:** Direct & Indirect Taxation & Accounts.

Articleship Training- 3.5year

**ALOK MISRA AND COMPANY (January, 2009 – February, 2011)**

|  |  |  |
| --- | --- | --- |
| **AREA** | **CLIENT** | **DELIVERABLES** |

|  |  |  |
| --- | --- | --- |
| Stock audit, Vat audit, Tax Audit | Aryavrata Impex Consultants | * + Checking monthly and quarterly Vat and sales tax returns with challans.   + Verify the payment of import duty and export duty   + Preparation of Annual for Return Sales Tax purpose   + Check on payment of Advance tax and Tds in time. |
| Excise Audit u/s 14A and 14AA | Sharp Menthol India Limited | * + Check on Cenvat Credit availed and utilized.   + Payment of excise duty on regular intervals   + Check on Daily Stock Register |
| Bank Audit  (Concurrent Audit) | Various Banks | * + Pertaining to Account opening forms, Bank Guarantee, OD limit,NPA etc. |

**AVK AND ASSOCIATES (March, 07 to January, 09)**

|  |  |
| --- | --- |
| **AREA** | **DELIVERABLES** |

|  |  |
| --- | --- |
| Advance Tax, TDS, Self-Assessment tax | * + Preparation of TDS Returns online for both Salary and Non Salary ( Form 24Q and 26Q )   + Preparation of IT Returns( manually/online) for Individuals, Firms and Companies   + Calculation of Advance Tax and year end Self-Assessment tax. |
| Sales Tax And Service Tax | * + Calculation of sales tax and service tax at applicable rates.   + Preparation of Sales tax Return and Service tax Return by due date   + Audit under Service Tax and Vat. |
| ROC | * + Registration of Company under Companies Act.   + Registration of Charitable Trust u/s 12A and 12AA of Income tax Act.   + Filing of certain Annual E- Forms namely Form 23AC and Form 23ACA in XBRL. |

**The major experience and skill gained during training period are:**

* **Accounts & Finance:**
* Accounting of Service sector and Construction Companies & Firms.
* Preparation of Financial Statement and Compliance with requirement of schedule VI of the Companies Act, 1956 and Accounting Standards.
* Filing of Annual return and other forms with ROC.
* Incorporation of Companies under Companies Act.
* **Auditing:**
* Statutory and Tax Audit of companies & firms and preparation of Audit Report in compliance with Standard on Auditing.
* Vouching and verification of Cash and Inventories.
* Checking of Compliance with Accounting Standards and relevant statue.
* Service tax Computation and TDS Computation & return Compliance.
* Checking Bank reconciliation and confirmation of debtors and Creditors balances.
* Preparation of audit program and review of financial statement.
* **Taxation:**
* Computation and filing of Income Tax returns of Individuals, Companies & firms.
* Preparation and filing of Service tax and TDS Return.
* Registration of Charitable Trust under section 12A of Income Tax Act 1961.
* Preparation of rectification and appeal document and representation in Income Tax.

#### *Computer Exposure*

* Have undergone 100 Hrs. ITT Training from ICAI in 2009.
* Exposure of Audit in computerized environment
* Having working experience of MS-Office and Tally ERP.
* Fluent to Internet and Email operations.

##### Extra Curriculum Activities

* Have undergone 15 days program on“General Management and Communication Skill” organized by ICAI Delhi.
* Have undergone 35 Hrs. Orientation program organized by ICAI.
* Participated in CA Cricket Tournament organized by HIP HOP CA Group and became a part of winning team.

##### Personal Profile

Date of Birth : 25 Sep, 1989

## Father’s Name : Anil Kumar Sharma

Mother’s Name : Arun Bala Sharma

Interest : Reading and Travelling

Languages : English, Hindi.

Strengths : Flexible, Consistent, Like to work in team.

Passport No. : Z2499000

The above information is true to the best of my knowledge & belief and will be supported by relevant documents as and when required.

CA.Neeraj Kumar