

Ajay Mishra

Father's Name: Sh. Varinder Mishra
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Mother's Name: Smt. Meena Devi
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Personal Profile

To work in an organization where I can effectively contribute my skills and education to the best of my satisfaction toward the goals of organisation and ultimately enhance my knowledge and ability to meet the real challenges of corporate world .

Qualification

Professional

CA-Inter	May 2015	Institute of Chartered Accountants of India
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Academics

M.Com	2013	Panjab University
B.com	2011	Panjab University
10+2	2007	PSEB
10th	2005	PSEB

Working Experience

Firm Name: Vardhman Textiles Ltd.

Title : Sr. Officer (Inter Audit & Compliance) (From 09-Oct-2023 to 22-Oct-2023)

Responsibilities:

1. Assist in designing of annual internal audit plan for all functions & businesses and manufacturing processes.
2. Defining audit objectives, the nature and extent of audit procedures and ensuring the audit plan is aligned with the overall organization risk profile/risk management framework.
3. Assist HOD in review of special reviews/investigations as marked by The Audit Committee/The management.

4. To conduct & finalize Audit assignments allocated by department head and coordinate with various process owners & conduct internal audit of identified business/functions/processes.

Firm Name: S K G Engineering Co. (Unit of Uniparts India Ltd.)

Title : Sr. Executive Finance and Accounts (From 01-Mar-2022 to 8-Oct-2023)

Responsibilities:

1. TDS and TCS compliance and reconciliation preparation (Monthly checking TDS deduction and deposit and Quarterly Audit of TDS Return).
2. Audit of GST compliances (Monthly Audit of GSTR 3B GSTR1 and Preparation of Reconciliation with GSTR 2A).
3. Preparation of monthly HR MIS and checking of HR related accounting calculation and entries checking Attendance and final Salary preparation, ESI deduction and deposit, PF deduction and deposit, TDS deduction on salary wages and preparation of data, Advances and check Loan given and deduction as per company policy preparation and deduction of professional Tax and check investment documents).
4. Assist Statutory Auditors in Balance Sheet finalization and related all working.
5. Bank Payments and Bank reconciliation (Check all the bills posted properly also verify E way and check freight documents and RCM, preparation posting ((Monthly of ageing on daily basis).
6. Assist in monthly MIS preparation.

Firm Name: Prime Steel Processors **Title :** Accountant **(From 19.June.2019 to 28.Feb.2022)**

Responsibilities:

1. TDS and TCS compliance and reconciliation preparation (Monthly checking TDS deduction and deposit and Quarterly Audit of TDS Return).
2. Audit of GST compliances (Monthly Audit of GSTR 3B GSTR1 and Preparation of Reconciliation with GSTR 2A).
3. HR related accounting calculation and entries posting ((Monthly checking Attendance and final Salary preparation, ESI deduction and deposit, PF deduction and deposit, TDS deduction on salary wages and preparation of data, Advances and check Loan given and deduction as per company policy preparation and deduction of professional Tax and check investment documents).
4. Assist Statutory Auditors in Balance Sheet finalization and related all working (Prepare all the replies of queries raised by the Auditors)

5. Bank Payments and Bank reconciliation (Check all the bills posted properly also verify E way and check freight documents and RCM, preparation of ageing on daily basis).

Good Command in Tally.ERP9, MS Excel, MS Word.

Firm Name : Upconnex Pro Solution Pvt. Ltd.

Title : Accounts Executive

Duration: 5 months (From 10.11.2018 to 31.03.2019)

Responsibilities:

1. Accounting and auditing of different foreign entities.
2. Preparation of Payroll and other Accounting calculations in MS Excel.

Firm Name : Kapoor Sanjay & Associates (Chartered Accountants)

Title : Articleship Trainee

Duration: 3 years (From 13.02.2013 to 12.02.2016)

Responsibilities: Auditing In following Entities_

1 Nexo Industries Pvt Ltd : Scope of Audit in following areas_

- Purchase Audit
Purchase Invoices
- Sale Audit
Sale Invoices
- Cross check all foreign exchange entries in system with import and export documents, Bank Reconciliation
- HR Audit
Employees Records, Calculation of PF,ESI ,Bonus, Gratuity.
Monthly Salary and Wages Audit
- Tax Audit, Income Tax Return filling Etc.

2.Nexo Structure Pvt Ltd, Small Entities, Bank Audit.

Hobbies and Interest

Meditation, Playing Cricket .

