

RESUME

AJAY KUMAR

S/o Sh. SURAJ BALI GUPTA
H. NO. 1703/7/P-260, ST NO – 2/6,
GURMAIL PARK, TIBBA ROAD,
LUDHIANA-141007. PUNJAB (INDIA)
MOBILE NO: +91 7696669399, 7986179373
EMAIL: ajay0009@yahoo.com



Career Objective

A professionally challenging career which will provide opportunity for continuous growth & learning. Try to be an asset to the organization by my hard work & contribution.

Professional Qualification

- Chartered Accountant (C.A.) from Institute of Chartered Accountant of India (ICAI) in the year 2020.
- CA-Inter (Intermediate) from Institute of Chartered Accountant of India (ICAI) in the year 2016

Academic Qualification

- Matric (74% Marks) from Punjab School Education Board in the year 2010
- Senior secondary (80% Marks) from Punjab School Education Board in the year 2012
- B.Com (71% Marks) from Panjab University in the year 2015

Other Certification Course

- Information Technology Course from Institute of Chartered Accountant of India
- Basic Computer Knowledge, MS Office, Designing from Ideal Computer Centre in 2011

Others

- Well versed experience in computer working, Accounting software & MS Office (Good Command in MS excel)

Working Experience

- * 2.5 Years (Year 2012-2015) working experience with Chartered Accountants firm, **Vishav Jyoti Mahajan & Co., Ludhiana (Punjab)**, being overall in-charge of the firm.
- * 3 Years (Year 2015-2018) experience (CA Articleship), working as an Article in **Nanda & Bhatia, Chartered Accountant- Ludhiana (Punjab)**.

Brief of the Job Profile as below:

1. Balance Sheet Preparation & finalization of Companies, Firm & Proprietorship.
2. Filling of GST Returns (Monthly & Annual).
3. Company and firm Audit etc.
4. Tax Audit of various entities.
5. Income Tax Return Filling.
6. Preparation & Filling of TDS Return.
7. ROC Work.
8. Bank Audit & Insurance Audit.

*** Current Job**

Since November-2018, working as Manager (Finance & Accounts) in **Fairdeal Agencies Pvt. Ltd. -Ludhiana (Punjab)**.

To take care of all statutory compliances, banking operations, financial requirements, finalization of Balance Sheet and day to day working of the company.

Also promoter's personal and group entities financial data are being controlled by myself.

Personal Information

Name	: Ajay Kumar
Father Name	: Sh. Suraj Bali Gupta
Date of Birth	: 16 th December, 1994
Sex	: Male
Marital Status	: Un-Married
Language	: Hindi, Punjabi, English

Place: Ludhiana (Punjab)

(Ajay Kumar)