

CURRICULUM VITAE

Mr. Arvind Maurya

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CAREER OBJECTIVE

To be associated with a dynamic organization and be a part in its growth and expansion along with acquiring new skills and competencies. Utilize my skills in Challenging Position that will afford advancement & professional growth.

ACADEMIC QUALIFICATION

Degree	Institute/University	Marks (%) Obtain
CMA Intermediate	Institute of Cost Accountant of India	53.50% (June 2014)
Bachelor of Commerce	University of Mumbai	61.43% (June 2011)
Higher Secondary Certificate	Maharashtra State Board	56.33% (February 2008)
Senior Secondary Certificate	Maharashtra State Board	65.06% (March 2006)

COMPUTER PROFICIENCY

- Completed 100 hours of compulsory computer training specified by ICAI.
- Working Knowledge of **MS Excel (Advance Level)**, Word, Handling Internet, ERP, E-COM, Synergic.

WORKING KNOWLEDGE

Summary

With 6 years and 6 month experience in Area of

- ▶ Cost analyst ▶ Cost sheet ▶ Budgeting ▶ forecasting financial planning
- ▶ budgeting Vs Actual analysis ▶ Variance analysis ▶ Cost Audit
- ▶ Statutory Audit ▶ Tax Audit ▶ Internal Audit ▶ MIS

Working with Suashish Diamond Ltd. Since July 2017 to till Date.

JOB Profile

- Variance analysis
- Production Loss (Gold, Silver & Diamond)
- Loss recovery (Gold, Silver & Diamond)
- Inventory Planning (Gold, Silver & Diamond)
- Inventory audit (Gold, Silver & Diamond)
- Open order status
- Production process
- Payroll audit

Worked with Chartered Accountant firm (Rajeev & Rajesh) from April 2015 to till 2nd September 2016.

Job Profile

- Statutory Audit (Alkem group)
- Assisting in Tax Audit (Alkem group)
- CFA Audit (Alkem group)
- Loan license Audit (Abbott India)
- Payroll audit(Alkem group)
- HR Audit (Alkem group)
- Revenue Audit (Alkem group)

Worked with Cost Accountant firm (Rajesh Shah & Associates) From January 2013 to March 2015.

Job Profile

- Statutory Cost Audit & Cost Compliance of various companies including Listed Company.
- Preparing Cost sheet (Transportation)
- Preparing MIS report (Monthly & Quarterly)
- Management Audit (Transportation & Packaging Industries)
- Preparing CAS-4 certificate for excise purpose
- Forecasting of financial statement,
- Budgeting Vs Actual analysis.

Worked with QRT production (Film Production House) as Accountant on assignment basis from August 2009 to January 2010.

Job Profile

- Handing Bank Transaction.
- Bank Reconciliation.

- Handling Petty Cash Transactions
- Invoice Scrutiny.
- Assistance in Monthly Salary Payments.
- Distribution of cash During Shoot
- Keep Tracking on Expenses and inform to Senior About Under Budget Or Over Budget

PERSONAL DETAILS

Date of Birth	15 th Jan 1990
Father Name	Mr. Vijaybahadur Maurya
Gender	Male
Marital Status	Single
Languages Known	English, Hindi & Marathi
Leisure Pursuits	Reading and Listening Music

Date:

Place: Mumbai

(Arvind Maurya)