# Career Objective

To pursue a challenging professional career and to apply my knowledge in diverse and dynamic business environment and be a part of progressive organization that gives a scope to enhance my experience and utilizing my skills towards the growth of the organization.

# Professional Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Year of Passing** | **Percentage** |
| CA Inter (II group) | ICAI | Pursuing | |
| CA Inter (I group) | ICAI | November, 2018 | 50.50% |

**Other Academics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Year of Passing** | **Percentage** |
| B. Com | Panjab University, Chandigarh | 2015 | 59.80% |
| HSC | P.S.E.B. | 2012 | 78.00% |
| SSC | P.S.E.B. | 2010 | 63.80% |

**Practical Training**

## Davinder Pal Singh & Co., Ludhiana

December 2015 to December 2018.

# Work Exposure

## Audit:

* Statutory Audit of Punjab State Transmission Corporation Limited.
* Concurrent Audit of Department of Water Supply and Sanitation (World Bank Project).
* Concurrent Audit of Punjab & Sind Bank, Ludhiana Branch.
* Concurrent Audit of Canara Bank, Ludhiana Branch.
* Revenue Audit of Punjab and Sind Bank & Oriental Bank of Commerce.
* Currency Chest Audit of State Bank of India, Raikot Branch.
* Worked with the auditors to help them in closing the audit well before deadline.
* Physical Verification of Stock.

## Direct Tax:

* Preparation of computation of Income and filling of Income Tax Returns of Individuals, Partnership firm.
* Tax Audit.
* Filing of form 15CA & 15CB.
* Preparation of Report in case of short deduction, late payment and non deduction of Tax.

## Indirect Tax:

* Preparation and filing of GST Returns.
* Preparation of reconciliation reports for GST.
* GST Internal Review.
* Registration of various clients under GST.

## Other Exposures:

* Vouching & Verification of Books of Accounts.
* Preparation of Balance Sheets.
* Documentation of working papers.
* Preparation of Audit Plans and Audit Programs.

# Work Experience:

## Davinder Pal Singh & Co., Ludhiana

January 2019 to July 2020.

## Vishav Jyoti Mahajan & Co., Ludhiana

## I have been working in this company since August 2020.

# Strengths

* Systematic approach to work and quick adaptability to new environment.
* Positive attitude, self confidence and co operative behaviour.
* Good at learning new techniques and technologies.

# Other Professional Skills

* Working knowledge of MS-Office applications and Internet.
* Executive knowledge of Tally.
* Executive knowledge of Finacle (Banking Software).
* Completed course on soft skills as per CA Regulation.
* 100 hours computer training as per CA Regulation.

# Achievements & Extra Curriculum Activities

* Secured Exemption in **Accounting** in CA Intermediate.
* Participated in extra curriculum activities in inter school competitions.

# Personal Details

Father’s Name : Mohammad Hyder

Date of Birth : 09-Sep-1994

Sex : Male

Marital Status : Unmarried

Languages known : English, Hindi & Punjabi

Hobbies & Interest : Playing Sports and Music

Address : **#**713/6, Street No. 4, Janakpuri, Ludhiana.

## Hasrat