

Manish Kabra

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CURRICULAM VITAE

CAREER OBJECTIVE

Seeking to work in an organization where I can apply my knowledge and skills to add value to the organization along with my continual growth.

PROFESSIONAL QUALIFICATIONS

Examination	Institute	Year	Marks (%)
I.P.C.C Both Group	ICAI	Nov 2011	PASS
C.P.T.	ICAI	Aug 2008	PASS

EDUCATIONAL QUALIFICATIONS

Examination	University/Board	Year	Marks (%)
M.Com Final (ABST)	MDS, Ajmer	2011	52.00%
B.Com. Final	JNVU, Jodhpur	2009	55.00%
Sr. Secondary	RBSE	2006	61.00%
Secondary	RBSE	2004	65.33%

Work Experience

DASPAN FOREX PVT. LTD

Worked as Account Assistant for a period of
6 Months (November`08 to April`09)

V- TEX OVERSEASE PVT LTD

Worked as Account Executive for a period of 2 Year.

M/s Sanjay Malpani & Associates (Chartered Accountant)

Worked as Article from Feb, 2011 to Feb, 2014.

S. K. Loonker & Co. (Chartered Accountant)

Worked as Employee from June, 2014.

Yash Management & Satellite Limited (BSE-Listed Company)

Worked as Senior Accountant from May, 2017 to Jan, 2018.

Upsurge Investment & Finance Limited (BSE-Listed Company)

Working as Senior Accountant from Jan, 2018 to Aug, 2020

Rshmi Sharma Telefilms

Working as Senior Accountant Manager from Sept, 2020

WORK PROFILE

- Monitoring day to day Accounting Activities of group Companies.
- Handling accounts independently up to Finalization, Preparation of Financial Statements like Balance sheet, P&L, Cash Flows and various Schedules as per Revised Schedule VI (Indian GAAP & Indian Accounting Standard).
- Entrusted with ROC related work which includes preparation of Notice of Annual General Meeting, Directors Report, Annual Returns etc.
- E-Filing of Annual forms and returns (on the MCA Portal) with Registrar of Companies.
- Preparation of Quarterly/ Half Yearly/Yearly Audited / Unaudited financial results.
- Listed Companies (Stock Exchange Compliances): Corporate Governance Report, Shareholding Pattern, Intimation of Board Meeting, Book Closure, Audited and Un-audited financial results, Secretarial Audit Report, Share Transfer under Clause 47C.
- Preparing and reviewing reconciliation statements. (Bank, Debtors, Creditors and any other ledgers)
- Company Audit, Tax Audit & VAT Audit in Major Sector of Consumer Goods, Transport, Manufacturing, Power & Real Estate Companies etc.
- Branch Audit and Internal Audit.
- Special Audit of Bank – State Bank of India.
- Developed drafting skills by preparing Audit Report and other legal statements.
- Improved analytical skills by ledger scrutiny of accounts, comparison of current financial statements with previous year.
- Enriched computer literacy by maintaining books of accounts, preparing financial statements and E-Filing of returns for **Income Tax, TDS, GST, Service Tax, Sales Tax, and Professional Tax, Appeal.**

SOFT SKILLS

- Team skill
- Quick Learner
- Self-Motivated
- Responsible & Accountable

COMPUTER KNOWLEDGE

Accounting Software's	Tally, Microsoft Word , Microsoft Excel, Power Point, Other Accounting Software SUB , Oracle SAB etc.
Training & Courses	CCT of 100 Hours duration as prescribed by ICAI from Jodhpur.
Orientation Training	35 Hours of Orientation training prescribed by ICAI from Jodhpur.

PERSONAL DETAILS

Father's Name: Late Narnarayan Kabra
DOB: Dec 13.1990
Languages Known: Hindi, English, and Marwadi
Marital Status: Single

CURRENT CTC: Rs 7.20 Lacs

I hereby declare that the information disclosed in this Curriculum Vitae is true to the best of Knowledge and belief.

Date:

Place: Mumbai

(Manish Kabra)