

Resume

Ankush Sharma
B.Com, LLB, C.A-Inter

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Objective

A dedicated, result oriented employee seeking an entry level job in your organisation, where I can leverage my knowledge and skills, and align this knowledge and skills with your expert and become an expert in the field and can provide you my services for a long period of time.

Professional and Academic Highlights

Professional Qualifications	Year	Percentage
L.L.B	2022	58%
CA-Inter	May-2017	57.00%
CA-CPT	Dec-2013	50.05%

Academic Qualifications	Board/University	Year	Percentage
Bachelor of Commerce	Panjab University, Chandigarh	2015	55.00%
Senior Secondary Exam	Punjab School Education Board	2012	83.10%
Matriculation Exam	Punjab School Education Board	2010	76.68%

Professional Experience

Gupta Sagar & Associates

Presently Working Since November 2017

Key Responsibilities:

- Operational Creditors Claim Verification as a part of IRP (Insolvency Resolution Professional) under **Grant Thornton India** Team of **SEL Manufacturing, Punj Llyod Limited**.
- Regular Payment Verification of Operational Creditors.
- Conduct Quality Standard Audits of **PVR Cinemas** under **Ernst & Young (EY)** Supervision.
- Dealing with Various Government & Semi-Government Departments for Skill India Projects (**PMKVY, PMKK & DDUGKY**).
- Execution of Planning, conduct of Audit, Prepare Reports as per applicable Laws, Accounting Standards and Standards on Auditing.
- Dealing with Banks/Financial Institutions.
- Execution of Tax Reports.
- Preparing APR for one of major clients.

Audit Executive

Key Responsibilities:

- Conducting concurrent and revenue Audits of different banks across the Punjab & Haryana
- Checking compliances with various Rules & regulations, Internal circulars and KYC guidelines etc.
- Detecting Revenue leakage in various services as offered by banks.
- Identifying the potential NPA through account behaviour and guidance as provided by CA.
- Checking Tax related compliances such as TDS and local taxes (if any).
- Identifying under insured assets of the borrower.
- Verification of stock statements and quarterly performance reports with the projections as submitted by the borrower and identifying major deviations in actual performance.
- Visiting the borrower premises and verifying the existence of stock etc as provided in the stock statements on rotational basis.
- Checking of stationery of bank branch such as ATM Cards, Debit Cards, Cheque books, stamps etc.
- Checking suspicious transactions in newly open accounts.

Major Clients dealt with:

- Central Bank of India, Ludhiana.
- Bank of Maharashtra, Panipat.
- Oriental Bank of Commerce, Zira.

Audit Assistant

Arun Nand Kishore & Associates

April 2016 - October 2017

Key Responsibilities:

- Purchase, Sales, Bank, Journal, Cash Vouching.
- Bank Concurrent Audits of Punjab National Bank & Bank of India at Phagwara.
- Ledger Scrutiny of Clients.
- Physical Stock Verification.
- Preparation of Trading Profit & Loss Accounts & Balance Sheets & Net Worth Certificates etc.

Major Clients dealt with:

- Nitesh Fruits Company at Sabji Mandi Ludhiana.
 - Satya Industries Pvt Limited Focal Point Ludhiana.
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Software Learned:

SAP, Tally ERP 9, Smart Tax, Finacle, MS Excel, MS Word etc

Personal Details

First & Last Name : Ankush Sharma
Address : House No. 40, Street No. 02, Harjap Nagar, 33 Feet Road, Mundian Kalan
Ludhiana 141015
Date of Birth : December 05, 1993.
Sex : Male
Marital Status : Single

Place: Ludhiana.

Date: 06/08/2024

Ankush Sharma