

# CURRICULUM VITAE

## **CHETAN SINGH RAWAT**

**Address:** RZ 121/1 DURGA PARK , STREET NO-5 (NEAR DASHRATH PURI METRO)  
NEW DELHI-110045.

**Contact:** +91-8826124254; **Email:** chetansinghrawat90@gmail.com

### **OBJECTIVE**

Seeking a challenging position in the domain of **Finance/Accounts/Taxation/Auditing** which would help me to utilize my academic background and enable me to make a positive contribution to the organization.

### **SYNOPSIS**

Young, energetic and result oriented professional with experience in handling Finance, Taxation, Accounting & Audit matters.

Possessing good communication skills.

Friendly with an upbeat attitude.

Positive approach

Hard working..

### **PROFESSIONAL & EDUCATIONAL EXEPERIENCE**

CA Final(dropout)

BCom From Delhi University

Pursuing MBA from Annalamai University

### **INTERNSHIP & WORKING EXPERIENCE**

***S SPathania&Co, Chartered Accountants, Janakpuri***

**Period-**JUNE 2014to JUNE 2017(Internship Experience) after Continuing as a paid assistant.

Jonng FCL Vision(OPC) Pvt. Ltd. from 1<sup>st</sup> Feb 2019.

#### **Finance &Accounts**

- Handled various aspects of accounting and related problems.
- Preparing Monthly reporting and providing analysis to management.
- Preparation of Financial Statements (Balance sheet, P&L A/C and Cash Flow Statement along with annexure thereto).
- Application of Accounting standards and checking compliance thereof.
- Checking compliance related to Revised schedule VI/schedule III.
- Maintain ecommerce data like Amazon,flipkart,snappledeal.

#### **Taxation**

- Income Tax Return preparation and e filing for individuals, trusts and companies.
- Advisory in respect of matters concerning Domestic Taxation.
- Compiling documentation for scrutiny under Income tax
- Preparing and filing GST Returns.
- Research work related to various new developments in the area of taxation.

#### **Audit**

- Conducting statutory audit of Pvt Ltd Companies.
- Preparation and finalization of statutory report.
- Tax Audit U/s 44AB of Income Tax Act.
- Conducting Audits for Defence Establishments which includes NGOs under Ministry of Defence and various Non Public Funds established for the welfare of Army personnel.
- Vouching and verification of different accounts and ledgers.
- Conducting Audits for Army school, Women Hostel and FDRC/AWES.



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### **Miscellaneous**

- Complied with the regulatory provisions of ROC Annual Return filings .
- Preparing documentation for registration of entity under GST Act.
- Preparing documentation of FTE(strike off) for companies.

### **Notable Clients**

- Prime Opinion Analysis India Private Ltd
- Black Label Home Furnishing Private Ltd
- Mekhraz Marbles and Sandstones Private Ltd
- Cotlon India Private Ltd
- ShagunUdyog (Proprietorship)
- Army Wives Welfare Association (AWWA) (NGO under Ministry of Defense)
- Indian Mountaineering Foundation(TRUST)
- Saffron Educational Trust.

### **ADDITIONAL INFORMATION**

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- Completed 'General Management Communication Skills' (GMCS-1) training from The Institute of Chartered Accountants of India.
- Completed 5 Days Orientation Program from ICAI

### **TECHNICAL SKILLS**

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- Well versed with Microsoft Office (MS-Excel, Word etc.) and Accounting Packages like Tally.ERP9,Computech
- Completed 100 Hours computer training program from ICAI.

### **PERSONAL INFORMATION**

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Date of Birth: 25<sup>th</sup> JUNE 1992  
Father's Name: Mr. Dharam Singh Rawat  
Mother's Name: Mrs. Devki Devi  
Languages Known: English & Hindi  
Hobbies: Watching movies, News channels, Cricket, GYM, Music

Place: New Delhi

Date:(CHETAN SINGH RAWAT)

