

PUNIT AGARWAL

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✉punitagarwal0022@gmail.com



PROFILE SYNOPSIS

To work in a diversified, multi- cultural and global environment; to gain experience at the outset and then use with my potential and aspirations.

PROFESSIONAL QUALIFICATIONS

CA Finals (1st)	Nov'2019	219/400
IPCC	Nov'16(1st) & May'2017(2nd)	237/400 & 169/300
CPT	June'2015	107/200



ACADAMICS

SSC	St. Mary's School	80.67%
HSC	Chetana College	86.92%
TYBCOM	Sydenham College	75.15%



WORK EXPERIENCE

Article Trainee, SGCO & CO. LLP (CA based firm in Mumbai)

14-Feb'17 to 13-Feb'20

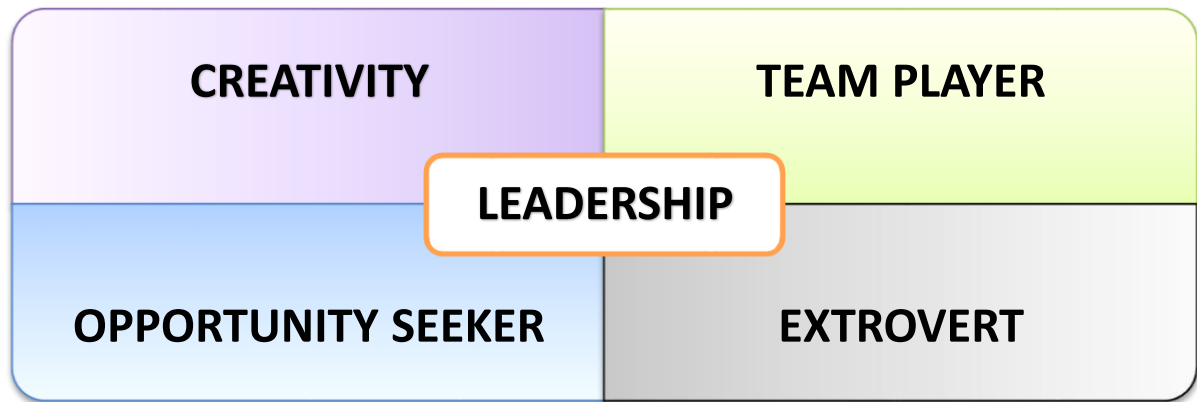
Nature of Assignment	Nature/ Type of Industries	Areas Covered
Internal Audit	<ul style="list-style-type: none"> Oil Drilling Operations Manufacturing Real Estate Mall Operations Service Group NBFC 	<ul style="list-style-type: none"> Mall Operations, Revenue & Expenses Review Statutory Compliances Under TDS, TCS, GST Act HR, Payroll & Compliances Accounts & Finance Contracts & Procurement Facility Management Inventory Management Insurance & Claims Expense Reduction ERP Implementation Sales & CRM Vendor Reconciliation
GST Compliances	<ul style="list-style-type: none"> Oil Drilling Real Estate Manufacturing 	<ul style="list-style-type: none"> Preparation Of GSTR-2A Reconciliation 2 Years GST credit and GST entries reconciliation
Internal Financial Control	<ul style="list-style-type: none"> Real Estate Manufacturing 	<ul style="list-style-type: none"> Framing of Internal Financial Controls & Internal Control over Financial Reporting Compliance, Updating and Control Testing

Production Audit	<ul style="list-style-type: none"> • Manufacturing • Real Estate 	<ul style="list-style-type: none"> • Plant Operations & Maintenance • Logistics • Contracts & Procurement • Physical Stock Take
Special Assignments	<ul style="list-style-type: none"> • Textile • Real Estate • Mall • Manufacturing • Service Group 	<ul style="list-style-type: none"> • Financial Due Diligence • SOP Implementation & Review • Inventory Physical Verification • Major Expense Review • Variance Analysis • SAP Right Segregation • ATM Analysis • IT Compliance & Review

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

	<ul style="list-style-type: none"> • Nominated for Best Article of the year in 2018 & 2019 • Awarded as Best Article of the year in 2017 • Awarded First prize in Debate Competition in School in 2012 • Bestowed Silver Medals in Cricket and Kabaddi in School in 2011 • Awarded Bronze Medal in Extempore Speech in School in 2012 • Represented school in Debate & Quiz Competition • House Leader in School for consecutive 2 years • Bestowed Best Vice Captain in Year 2010 • Achieved Brilliant Performer of the Year Award in 2011 • Awarded Certificate for Overall Second Highest Topper in College in 2013 • Awarded Certificates for Securing Highest marks in Accounts, Mathematics, Commerce & Economics in Year 2013 • Awarded Merit Certificate in class XII for being the Topper of the College in 2014 • Awarded Certificates for Securing Highest marks in English, Mathematics, Commerce & Economics in Year 2014
<p>Awards and Achievements</p>	<ul style="list-style-type: none"> • Completed the ICAI recommended 100 hours Advanced Information Technology Training • Completed the ICAI recommended 5 Days full time Orientation Course • Well versed with MS-Office (MS Excel, MS Power point, MS Word, MS Access, MS Visio), Tally ERP along with basic knowledge of SAP & LOGIC • Certificate in Business Computer Application • Completed the ICAI recommended 90 hours Advanced Information Technology Training(AICITSS) • Completed the ICAI recommended 15 Days full time Course on General Management and Communication Skills (ICITSS) • Conducted training sessions for junior articles on topics like “Internal Audit and MS Excel” • Represented as a Group Leader for presentation at ICAI Advance IT Training on Topic – “Security concerns in mobile banking”
<p>Technical Skills</p> 	

PERSONAL DEVELOPMENT & BEHAVIORAL CHARACTERISTICS



PERSONAL DETAILS

- **Date of Birth** : 22nd-March-1995
- **Correspondence Address** : 603, Mukund Heights, Near Bhakti Vedanta Hospital, Ramdev Park, Mira Road (East) – Thane, Maharashtra - 401107
- **Permanent Address** : C/O Prabhu Dayal Agarwal, Garoda, District – Sikar, Rajasthan -
- **Languages Known** : English, Hindi, Marwadi & Assamese
- **Hobbies** :Listening Music, Playing Cricket, Badminton and Carrom, Making Poetries & Watching Movies

The above information is true & correct and references can be made available on request.