

Anmol Saraf

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Objective:

To improve my skills and knowledge and work in a dynamic environment of Financial Services that provides me a wide spectrum of experience and exposure and serves the organization with positive attitude and efficiency.

Professional Qualification (CA):

LEVEL	MARKS OBTAINED	YEAR OF PASSING	REMARKS
CPT	113/200	Dec-14	Cleared in 1 st Attempt
IPCC	406/700	May-16/17	Cleared with First Class in Accounts, Costing & Taxation.

*Going to Appear for CA Final in November 2021 and willing to appear for CFA Exams in near Future.

Academic Qualification:

YEAR	LEVEL	INSTITUTION	BOARD	MARKS OBTAINED(IN %)
2012	S.S.C	J H Poddar High School	Maharashtra State Board	74.18
2014	H.S.C	Dalmia College	Maharashtra State Board	72.92
2017	B.Com	Mumbai University	Maharashtra State Board	55

Work Experience:

- Assistant to a SEO Freelancer for 6 months – Task assigned was to monitor ranking of websites and carry out Bookmarking and Submission of Articles.
- Worked at Parekh Sharma & Associates from September 2016 – June 2019 as an Article Assistant in the field of Internal Audits and Indirect Tax Laws.
- Key Deliverables :
 - ✓ Successfully carried out Internal Audit of Retail Stock Broker as per SEBI Guidelines.
 - ✓ Review and Preparation of Standard Operating Procedure (SOP) and Risk Control Matrix (RCM) and thereon carried out Internal Financial Control (IFC) Audit of a Private Textile Company.
 - ✓ Successfully carried out Internal Factory Audit of a Listed Chemical Manufacture Company.
 - ✓ Compliances w.r.t Registrations, Refunds and Filing of Various Returns of GST.
 - ✓ Compliances related to Registration and Filing for VAT Returns including carrying out VAT Audit and assessment.
 - ✓ Compliances w.r.t Filing of Income Tax / TDS Returns.
 - ✓ Obtaining LUT from concerned Departments for Exports.

• Other Work Highlights :

- ✓ Carried out all audit activities with planned manner and only after understanding the required objective and key focus areas with respect to the audit concerned.
- ✓ Served as a Team Leader in majority of the audit work carried out work with the subordinate and also delegate work with proper estimates and capability.
- ✓ Prepared Draft Report of all the Audit work done during the period and was indulged in meeting with the Clients for discussion of Key observations
- ✓ Timely Communicated with Client w.r.t collection of Data and Various information regarding Various Filings of Returns well before their Due Dates.

Trading Experience :

- Trading in Stock Market in Equity Cash and Derivatives Segment from last 3.5 years.
- Average Daily Traded Turnover was around 10 Lakhs per day on leverage.
- Basic Knowledge of some Technical Indicators and charts.
- Keen Interest in Stock Markets and Eager to Excel in this field whenever get opportunity to grow.

I.T Knowledge:

- Completed 100 Hours of IT training and AICTSS specified by ICAI.
- Knowledge of MS Office and Tally ERP9.
- Well versed with Internet, Computer Operations.

Skills & Attributes:

- Focused, Optimist and Standardized.
- Hardworking and Patient Person.
- Can easily mix up with New Environment.
- Believe in learning on the Job
- Developing Strategies using Technical Analysis for Day Trading.
- Successfully Completed Orientation Programme & MCS Course of ICAI with Best Presenter Award.

Extracurricular Activities:

- Successfully Passed State Scholarship Examination twice.
- Successfully Passed NLSTE for three consecutive years.
- Participated and won prizes in Quiz competition, Dance, Cricket.

Personal Details:

Sex:	Male
Hobbies:	Trading, Surfing Internet, Travelling, Singing.
Date of Birth:	04 th December, 1996
Father's Name:	Mr. Pawan Saraf
Languages known:	Hindi, English, Gujarati and Marathi.
Address:	Room No. 5/B, Shatrunjay Apt. Narayan Nagar Road, Bhayandar (West), Thane-401101.
Other Contact no:	9321699344