**NIKITA AGARWAL**

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# Objective

* Looking for an opening in a professionally managed & growth oriented organization with challenging responsibilities & play a key role in its advancement to new heights.
* Willing to work in a competitive environment moving out of comfort zone.

# Summary

* Possess exceptional team spirit, helping in easy achievement of the organizational & personal goals.
* Have keen interest in learning new things.

# Academic Credentials

|  |  |  |
| --- | --- | --- |
| **EXAM** | **BOARD** | **YEAR** |
| M.Com(Hons.) | Ravenshaw University | 2015 |
| B.Com(Hons.) | Ravenshaw University | 2012 |
| XII | CHSE | 2009 |
| X | ICSE | 2007 |

**Professional Qualification (1)**

**(CHARTERED ACCOUNTANCT UNDER ICAI)**

|  |  |
| --- | --- |
| **LEVELS** | **YEAR** |
| CPT | Dec 2009 |
| IPCC | May 2012 |
| FINAL GRP 2 | May 2016 |

# Professional Qualification (2)

**(COMPANY SECRETARIAT under ICSI)**

|  |  |
| --- | --- |
| **LEVELS** | **YEAR** |
| Inter | June 2014 |

# (Note: Dropped CS)

**Work Experience (1)**

**(Articleship Training)**

**Company:** MKPS & Associates

**Duration:** June 2012 – February 2013

* Concurrent Audit of banks including Main Branch handling MCMC, Forex too.
* Internal Audit
* Statutory Audit of State Bank of Mysore
* Government Audit of NHAI learning many aspects

# Work Experience (2)

**Company:** PPB & Co.

**Duration:** April 2013 – June 2015

* Income Tax e-filing of various clients
* TDS Compliances handling all the part from vouchers to returns
* Tax Audit Report
* VAT
* Service Tax
* Statutory Audit

**Work Experience (3)**

**Company:** Jindal Naturopathy Institute **Duration:** 4 months

I worked as executive in Internal Audit Department.

**Work Experience (4)**

**Company:** Chegg India Pvt Ltd **Duration:** July 2018- continuing

This is online job, part-time. I work as expert for accounting subject.

**IT Skills**

* 100 hours of Computer Training from ICAI, Cuttack under ICAI Certification.
* Well versed with Windows, MS Office (Word, Excel, PowerPoint), Tally & Internet Applications.

# Skill and Strength

* Ability to effectively work under adverse situation with diverse groups.
* An appreciable communicator.
* Punctual, Hardworking and Sincere.
* Analytical and always curious for creative work and positive aptitude for the job.

# Extra-Curricular and Achievements

* Qualified “Advance Diploma in International Business Management” in 2011-12 with Grade ‘A’ from Ravenshaw University.
* Certificate of Merit for securing highest marks in CHSE 2008-09 and securing 17th position in Odisha State.
* Attended 15 days GMCS-I organised by EIRC of ICAI.
* Completion of ITT course from ICAI
* Keen interest in basketball and participated in inter-school basketball championship.

# Personal Dossier

**Father’s Name:** Mr. Rabindra Kumar Agarwal

**Date of Birth:** 28th April, 1991

**Linguistic Abilities:** English, Hindi and Oriya

**DATE**: 15-11-2019

**SIGNATURE**: Nikita Agarwal