

For Office use only		
CV No. & Date		
Accept	Hold	Reject

## D K Chhajer & Co. – Data / information sheet

**(Please give complete information, unfilled items will lead to rejection of application)**

**Select two areas of interest (give serial number/s as per your preference):**

Accounts <u>1</u>	Audit <u>2</u>	Income Tax
Indirect Tax	RoC matters	Others: _____

Applied as	Intern/ article Job	<input checked="" type="checkbox"/>	Location Applied for	Bangalore
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Name	KAJAL SINGH		
Date of Birth ( dd-mm-yy )	07-12-93	Gender	FEMALE
Marital Status	SINGLE	Blood Group	O+
Mobile No.	8789924764		
Email Id (BLOCK LETTERS)	KAJALSINGH5712@GMAIL.COM		
Permanent Address	UNNAT KRISHI KENDRA SINGHAN POKHAR		
	City	Pin	State
	BEWASARA	851134	BHAR
Residence Address	Same as Above.		
	City	Pin	State
PAN:	DCSPK5736A		
Aadhaar No:	849353738303		

Family Details			
Name	Relation	Age	Occupation
Mr. PAPPU SINGH	Father	55	Businessman
Mrs. NUTAN SINGH	Mother	50	Home Maker

<b>Personal Health</b> (This is for the general understanding of the health condition of the candidate at the time of Interview, nothing to do with future work/ assignment allocation, candidate needs to take care of his health concerns in future, if selected):	
Are you suffering with any chronic disease?	Yes / No <input checked="" type="checkbox"/>
If yes, details: _____	
In last five years, did you have to take rest for health reason/s?	Yes / No <input checked="" type="checkbox"/>

Assessment Sheet

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If yes, details: Reason \_\_\_\_\_ When: \_\_\_\_\_

Are you allergic to anything? Please specify: No

Do you practice yoga/ pranayam/ exercise? Yes / No ☒

If any Details: \_\_\_\_\_

**Background Details:**

Any Criminal or Legal Pending Cases are against You? Yes / No ☒

If any Details: \_\_\_\_\_

Are you convicted in any Criminal or Legal Cases earlier? Yes / No ☒

If any Details: \_\_\_\_\_

Any complaint against you for Crime against women or children or under privileged etc? Yes / No ☒

Any case or complaint pending against any of your employers? Yes / No ☒

If any Details: \_\_\_\_\_

Education Details:				
Degree/Qualification	University / Board	Institute	Year	Grade / Percentage
Chartered Accountant		ICAI	2019	55.1.
B.Com (Honours)	L.N.M.U		2014	75.1.
XII	ISC		2011	82.1.
X	I.C.S.E.		2009	81.1.

**Personality Assessment:**

Long Term Goal	To be associated with progressive organisation that gives		
Short Term Goal	scopes to apply my knowledge and skills and be part of it.		
Achievements	Expertise in Accounts.		
Strengths	Hard-Working, Patience	Areas that need improvement	
Team ideology			
Hobbies	Listening Music	Interests	Reading Novel

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Computer Knowledge:				
	Poor/ Don't Know	Average	Good	Excellent
MS – Excel			✓	
MS – Word			✓	
Power Point			✓	
Outlook Express / Microsoft Outlook		✓		
Tally (version.....)			✓	
SAP/ Oracle/ ERP		✓		
Others if any Mention				

Work related experience (Reverse chronological order)

From (date)	To (date)	Name of the organization	Designation	Major Responsibilities
1/2/2020	30/6/2020		C.A.	Accounting / Auditing
1/12/16	31/12/2019	Vaibhav & Co.	Paid up	Sanction / GST
17/10/14	27/10/16	Swati Khanna & Associates	Article	Sanction
26/10/13	16/10/14	Rajesh Sultan & Co.	Article	Accounting / Auditing

Reason for leaving the  
Current company

Looking forward for the better opportunity &amp; growth.

Name, designation &  
contact information of  
immediate senior in  
current company

Vaibhav Jain, Chartered Accountant

Current CTC (Salary  
per year) - Not  
applicable for interns

7 Lakh p.a.

Expected CTC  
(Salary per year) (10-  
15% of which will be  
various bonuses)

8 Lakh p.a.

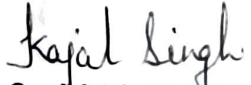
Expected date of joining (reporting), if selected	Immediate
Pursuing any other course please mention along with time involvement	No.
Minimum commitment period (months / years you look your carrier with DKC)	Long Term.
Restriction if any (like timing restrictions, leave, etc.)	No.
Mobility (shifting to the location other than applied at)	Yes/ No

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There MAY be partial work from home. Do you have a personal laptop?	Yes.
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Language Known			
	Read	Write	Speak
Hindi	✓	✓	✓
English	✓	✓	✓
Others if any, mention	No		

Reference if any No.			
Name, Designation	Name of company	Relation	Contact no./Email

Have you been interviewed in D K Chhajer & Co. before:	Yes/No ✓	If Yes, Please mention the Month and Year:
<div style="text-align: right;">   <b>Candidate's Signature</b> </div>		