

# Dhananjay Bhakuni

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## **Communication Address:**

House No. 26, East Guruangad Nagar  
Delhi-110092

## **Permanent Address:**

House No. 26, East Guruangad Nagar  
Delhi-110092

## **Personal Information:**

Father's Name : Mr. Rajendra Singh  
Bhakuni

Date of Birth : 07<sup>th</sup> Sept, 1993

Sex : Male

Nationality : Indian

Marital Status : Unmarried

Languages : English, Hindi

Hobbies : Playing all sports, Listening to  
Music, Travelling

## **Synopsis:**

-Accounts and Finance Executive with 3 years  
and 8 months of Experience.

-An experienced and capable individual  
with extensive knowledge of Accounting, Taxation and  
Finance.

-A quick learner with proven ability to take the  
initiative.

-Hands on experience in reviewing Balance  
Sheet and Profit & Loss Account and ensuring  
integrity of all the reported Financial Statements.

-Skilled in handling Audit  
Assignments.

## **Career Objective**

To employ my knowledge and experience with  
the intention of securing a professional career  
with opportunity for challenges and career  
advancement, while gaining knowledge of new  
skills and expertise.

## **Professional Exposure**

- ☐ Working as a Senior Associate(Financial  
accounting) in  
Genpact from April 2020 till date.
- ☐ Worked as an Account & Finance  
Executive in AGC Chemicals Private  
Limited from May 2017 to Feb 2020.
- ☐ Worked as a Paid Assistant in  
M.K.BHATT& Co., a CA firm, for 10  
months from July 2016 to April 2017.

## **IT Proficiency**

- ☐ Working Knowledge of Acturis software.
- ☐ Knowledge of Microsoft Power-BI.
- ☐ Working in Royal Bank of Scotland  
portal, Natwest Bank portal and Hongkong and  
Shanghai banking Corporation's portal.
- ☐ Working Knowledge of MS word, MS  
excel, PowerPoint.
- ☐ Worked in Genius Software.
- ☐ Familiar with the MCA, GST, EPFO, ESIC,  
e-filing  
portals & websites of other authorities  
like DGFT, NSDL, etc.

## **Areas of Expertise**

- ☐ Administrative Processes
- ☐ Company Regulations
- ☐ MCA Compliance
- ☐ Maintaining Statutory Books
- ☐ Ledger posting, Balance sheet preparation
- ☐ Direct and Indirect tax (GST) Compliance and Returns Filing
- ☐ TDS Compliance
- ☐ Custom Duty Compliance
- ☐ Working capital management
- ☐ Credit management and Credit control.

- ☐ Asset management
- ☐ Financial accounting
- ☐ Debt management

## **Professional Skills**

Proven ability to maintain a high degree of confidentiality, respect, trust and credibility at all levels. The ability to communicate legal issues to senior management and

directors of the Company. Management of Clients Annual Filing and related work.

Handling the queries with onshore management and providing the solutions.

## **Job Responsibilities:**

- ☐ Preparation and presentation of weekly and monthly “Financial Management Reports”.
- ☐ Handling the credit control activities and debt management activities
- ☐ To maintain Integrity and discretion when handling confidential information.
- ☐ Maintaining and updating company records, Filing forms with MCA and maintaining statutory books of the Company.
- ☐ Filing returns of GST, TDS, Income tax and company returns in MCA. .
- ☐ Provide reliable back up support in absence of the Chartered Accountant.
- ☐ Worked for Incorporation of Companies
- ☐ Assisted in Alteration of Capital and its legal procedures.
- ☐ Bank Audits
- ☐ Preparing and Filing of the Annual Returns and Annual Financial Statements with the ROC in accordance to Companies Act, 2013.
- ☐ Appointments/Cessation of directors/secretaries/Statutory and Secretarial Auditors.
- ☐ Applied & Obtained Directors Identification Number (DIN) as per MCA21.
- ☐ Ledger posting, reconciliation and preparation of financial statements.
- ☐ Preparation of GST Bills

## **Academic Qualification**

2019	Certification Course in GST conducted by ICAI
2013-2016	Bachelors in Commerce from University of Delhi in 2016 Cleared CA-CPT from ICAI in 2013
2010-2011	Higher Secondary Course (12th) –CBSE Beersheba Senior Secondary School, Pithoragarh (Uttarakhand)
2008-2009	Senior Secondary (10th) – CBSE, Beersheba Senior Secondary School, Pithoragarh (Uttarakhand)

## **Activities**

- ☐ Worked as a subject matter expert for the team and handled the team in absence of the Team lead.
- ☐ Worked as Secretarial Administrator, providing supervision, guidance and training to the trainees and staff.
- ☐ Holding Weekly discussion in firm on various laws and topics useful for changing era of compliance and corporate governance.
- ☐ Presenting the Financial Management Report to the management and leadership.

## **Personal Qualities**

- ☐ Willingness to learn, ability to meet deadlines & ability to walk extra mile consistently.
- ☐ Ability to motivate people & bringing out the best in them.
- ☐ Ability to excel under tough circumstances.
- ☐ Team player with ability to work independently.
- ☐ Effective communication skills, Hardworking, Quick learner and ability to work under pressure.

With the above Personal & Professional skills, I believe that I can be an asset to the organization, contributing towards its growth & development.

**All the above mentioned details are true to the best of my knowledge.**

**Place: New Delhi**

**(Dhananjay Bhakuni)**