

## **CURRICULAM – VITAE**

Ashutosh Kumar Pandey

Contact no. : +91 9971365353

Email: ashutoshpandey49@gmail.com

### **CAREER OBJECTIVE**

To associate with an organization that progresses dynamically and helps me in shaping up as a complete Accounting & Finance Professional. To seek opportunities for professional growth based on performance and accomplishments in conjunction with the company's goals and policies so as to become a non-releasable asset of the company. I am having total experience of 10 years.

### **WORK EXPERIENCE**

#### **(1) M/s. A.B.Pal Electricals Pvt. Ltd., Delhi**

**May 2014 till date.**

- > Have Taxation work including preparation of Income Tax Returns, VAT Returns/ individually Vat Assessment, Advising on T.D.S compliance, Advance Tax estimations, etc.
- > E-filing of Income Tax Returns and TDS Returns with Income tax Department.
- > Ensuring the compliance of Company's Law matters.
- > Preparation & Analysis of Projected Financial Statements like Balance Sheet, Cash Flow & Funds Flow Statements.
- > Finalization of Financial Statements in compliance with the applicable accounting standards issued by ICAI.

#### **(2) M/s Shiv Sushma & Co. (Chartered Accountants), New Delhi**

##### **Audit Assistant (Audit and Taxation)**

**July 2011 – April 2014**

- Have handled independently as well as an Incharge of audit team, statutory & Tax Audit of various Private Limited companies & Partnership firms as well as Proprietorship firms having major clients.
  - ◆ **Vrishti Impex Pvt. Ltd.** - Exports readymade Fancy garments to European countries.
  - ◆ **Selina Publishers** - Well known publisher of Educational Books supplied in Schools all over India.
  - ◆ **Chetan Cabletronics Pvt.Ltd.(Rajsthan)** - Cable manufacture company.

(3) **M/s Dipty Lal Judge Mal Pvt. Ltd., Noida**

**Audit Assistant**

June 2010 – April 2011

- Have performed internal audit of 6 Branches including Head Office of the above mentioned company.

(4) **M/s. S. Bahal & Company (Chartered Accountants), New Delhi**

**Article Trainee**

February 2007 – March 2010

- Have performed Statutory & Tax Audit of various Private Limited companies & Partnership firms as well as Proprietorship firms having major clients like:
  - ◆ **Rege Imaging Pvt. Ltd.** – Distributer of medical equipments like CT Scan machine.
  - ◆ **ONIDA** - Onida electronic products show room.

**EDUCATIONAL QUALIFICATION**

Course	Name of Institute / College	Name of Board / University	Year of Passing	Percentage
CA PE-II	I C A I, New Delhi	I C A I, New Delhi	November, 2006	
B. Com.(H)	Rajendra College, Chapra	Jai Parkash University ,Chapra (Bihar)	2001	64%

**COMPUTER PROFICIENCY**

Working knowledge of computers including MS-Office, Excel, Word, Internet etc.& accounting packages (Tally, Busy) and worked on Genius IT , a Complete Taxation Software.

**ABOUT MYSELF**

- Willingness to take initiative and Self-confidence always help me face the toughest competition and situation.
- Assertive, Energetic, Imaginative, Reliable and Team Member.
- Always looking for new challenges to explore new horizons.
- Other interest includes playing chess, Watching Movies.

## PERSONAL DETAILS

Father's Name : Lt. Anil Kumar Pandey  
Date of Birth : February 04, 1979  
Language(s) known : Hindi, English  
Address : Rz-230 B, Shiv Block, Gali No-07, Raghu Nagar. New Delhi-110045  
Marital Status : Married  
Salary : Negotiable.

Place: New Delhi  
Date: 15-05-2017

**(ASHUTOSH KUMAR PANDEY)**