

CAREER OBJECTIVE

To be an efficacious name in Finance domain and reach the head position in finance function of a reputed organization.

WORKING EXPERIENCE:

Organization	Time Period	Location	Designation	Role
Startupminds (A unit of Octane Capital Pvt. Ltd.)	June 19 – present	Noida	Assistant to The CFO	Accounts & Finance
Sunil Nisar & Company	June 12 – Mar 19	Gorakhpur	Audit Assistant	Internal Audit, Tax Audit

WORKING SUMMARY: Starupminds (A unit of Octane Capital Pvt. Ltd.)

1. Prepare balance sheet, profit and loss statements, monthly closing reports and other reports to summarize financial positions of various companies assisting virtual CFO
2. Perform multiple analysis on Profit & loss for high growth companies which helps to take better decision making regarding investments
3. Compile and analyze financial information and prepare well documented journal entries for approval by the CFO to accounts as needed ensuring financial records are accurate and properly documented.
4. Have done worked to build multiple MIS Reports to take decision making process easier for management of companies
5. Maintaining and building the processes to setup accounting system in organization.
6. Reviewing Tax and Audit Compliances of 20+ companies in a year
7. Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep CFO

WORKING SUMMARY: Sunil Nisar & Comapny

Uttar Pradesh Expressway industrial Development Authority (UPEIDA) (Lucknow) <i>Internal Auditor</i>	<ul style="list-style-type: none">○ Preparation of Financial statement including Notes to Accounts (detailed schedules of Financial Statements)○ Verification of books of accounts with GST filling, TDS filling○ Audit of operational activities of organization regarding payments to projects, bank guarantees and other functions○ Audit of Tenders regarding Toll Collection Plaza, construct of expressway, developments of nearby areas etc.
Kanha Health Care Pvt. Ltd. (Gorakhpur) <i>Internal Auditor</i>	<ul style="list-style-type: none">○ Maintaining books of accounts, Reconciliation of Vat, Service Tax with Returns filled○ Preparation of Balance Sheet, Statement of Profit & Loss, Cash flow Statement including detailed schedules○ Performed testing of Receivables and Claims resulting in significant audit entries
Maa Vaishno Rice Mills (Basti) <i>Statutory Auditor</i>	<ul style="list-style-type: none">○ Preparation of Financial statement including Notes to Accounts (detailed schedules of Financial Statements)○ Test of Internal Controls as per amended guidelines○ Analytical Review of key expenses such as Payroll and operating expenses○ Verification the facts & Figures provided in Project Summary of Rice Mill
Central Bank of India (Gorakhpur) <i>Concurrent Auditor</i>	<ul style="list-style-type: none">○ Audit of operational activities of bank regarding deposits, advances, bank guarantees and other banking functions

Tax Audit	<ul style="list-style-type: none"> Independently handled tax audit as per Income Tax Act, 1961
Muktipath Seva Sansthan & Manav kalyan Samiti and many more	<ul style="list-style-type: none"> Maintain of Books of Accounts Preparation Of financial statement Filling of Income tax returns
ROC Filling & Others	<ul style="list-style-type: none"> ROC filling and related works Income Tax returns online filling of various proprietorship firms, partnership firms etc Certification related works Stock Audit

PROFESSIONAL & ACADEMIC QUALIFICATIONS :

Degree	Year	Board/University/Institute	Percentage
IPCC	2011-2013	Institute of Chartered Accountants of India (New Delhi)	52.20
CPT	2010-2010		54
B.Com	2009-2012	Deen Dayal Upadhyay University (Gorakhpur)	59.85
INTERMEDIATE	2008-2009	Uttar Pradesh Board	73.05
HIGH SCHOOL	2006-2007	Uttar Pradesh Board	66

WORKING AND KEY SKILLS :

- ◆ Good grasp over the MS office tool (Excel, Word, PowerPoint etc.)
- ◆ Working in Tally ERP 9 Environments
- ◆ Taxation Software like Spectrum, Tax Suits and I-tax
- ◆ Ability to provide accurate reports and data in a timely manner
- ◆ Sincere, Quick Learner, Punctual, Co-operative and Versatile
- ◆ Ability to plan, initiate and complete work assignments with a minimum of direction.
- ◆ High degree of confidence, positive attitude, good team spirit and hard working capability
- ◆ Easily adaptable to changing work environment and explore myself
- ◆ Ability to work under pressure
- ◆ Command over Language like Hindi and English

PERSONAL INFORMATION :

- ◆ Father's Name - Late Arun Pati Tiwari
- ◆ Date of birth - 05 October 1992
- ◆ Marital status - Unmarried
- ◆ Correspondence Address – Sector-77, Prateek Wisteria, Noida (UP)-201304
- ◆ Permanent Address - 73Kha, Chandratta, Patherwa, Kushinagar (UP)-274401
- ◆ Hobbies - Cooking and listening music