

## **CMA KRISHAN DEV DUBEY**

**Mobile No. : 9891067728**

**E-mail : [dubeykrishnadev@gmail.com](mailto:dubeykrishnadev@gmail.com)**

---

### **OBJECTIVE :**

To work in a professional, dynamic and vibrant environment and to keep value adding to the organization which I represent and serve while concurrently upgrading my skill, knowledge and competence.

### **STRENGTHS :**

- Team Leader.
- Time Management.
- Learning agility & result oriented.
- Self Confidence & Positive Attitude.
- Communication & Presentation skills.

### **WORK EXPERIENCE DETAILS :**

**Company : [M/S Ajay Kumar Singh & Co.](#)**  
**Position : Cost Trainee**  
**Period : 2<sup>nd</sup> Jan. 2014 to 30<sup>th</sup> Nov. 2014.**

**Responsibilities :** My Responsibilities include the following:

- Drafting of resolutions, notices, affidavits, power of attorney etc.
- Preparation and finalization of Cost Audit Reports u/s 148 of Co.'s Act, 2013.
- Preparation and Finalization of Cost Compliance Reports.
- Registration of companies under Excise, service & Sales tax.
- Accounting of VAT/CST.

**Company : [Yogendra & Associates.](#)**  
**Position : Cost Auditor & Accounts Assistant.**  
**Period : 5<sup>th</sup> Jan. 2015 to 31<sup>st</sup> May 2016.**

**Responsibilities :** My Responsibilities include the following:

- Understand the process of manufacture & the cost accounting system in Operation.
- Preparation and finalization of Cost Audit Reports u/s 148 of Co.'s Act, 2013.
- Preparation and finalization of Cost Compliance Reports.
- Preparation and finalization of Stock Audit for various corporate clients.
- Reconciliation between Cost Accounting and Financial Accounting records.
- Cost & Profit Analysis.
- Assist in Conducting Internal Audit.
- Support senior mgmt. in Preparation & finalization of Accounts.
- Preparation & Submission of I.T. Returns.
- Bank Reconciliation Statement.
- Preparation of Dr. & Cr. Reconciliation on timely basis.
- Updated Purchase, sales & petty cash entries.

**Company :** **V.P.S. Group**

**Position :** Asst. Manager ( Internal Audit )

**Period :** 8<sup>th</sup> June 2016 to 9<sup>th</sup> June 2018

**Responsibilities :** My Responsibilities include the following:

- Preparation & finalisation of Internal Audit Reports ( **Automobile Sector** )
- Preparation of various MIS & Reconciliation Reports on timely & accurate basis.
- Daily Reporting to Clients via mail.
- Timely submission of Audit reports.
- Excels in communicating audit results to upper level management & client's through written reports and oral presentations via PPT.
- Tests various financial documents and reports for accuracy & Compliance.
- Develop and execute audit tests and plan audit engagements relative to the adequacy and effectiveness of compliance, internal controls and risk management.
- Handling client's meetings independently.
- Review performance of team members quarterly & motivate and guide them to deliver desired results.
- Recruitment of team, if required.

**Company** : **Valley Iron & Steel Co. Ltd.**  
**( Bindal Group )**

**Position** : Cost/Accounts Executive

**Period** : 11<sup>th</sup> June 2018 to Current

**Responsibilities** : My Responsibilities include the following:

- Handling day to day accounts & finance operations like A/R, A/P, G.L. & Inventory Accounting.
- Responsible for client Billing & E-way bill generation.
- Monthly ledger scrutiny and settling unreconciled ledgers.
- Preparation of Financial Stat. as per IGAAP and to get the financials audited.
- Preparing various MIS Reports as per requirement on periodic basis.
- GST Return & related compliance.
- Calculation of the TDS.
- Preparation of Various Reconciliation Statements like Inter-unit, Inter company, Banks, Vendors and Customers on timely & accurate basis.
- Preparation and analysis of debtors & creditors ageing.
- Stock management like stock-in, stock-out and movement of goods within & outside branch offices.
- Handling foreign transactions as per the FEMA 1999 compliance.
- Perform all other jobs, functions & projects as assigned & deemed necessary.

**PROFESSIONAL QUALIFICATION :**

- **C M A from I.C.A.I. ( JUNE – 2015 ), NEW DELHI.**
- **GST Certificate** course from **I.C.A.I.**

**ACADEMIC QUALIFICATIONS :**

- **B.Com. ( 2007 - 2010 ), UNIVERSITY OF DELHI.**
- **10 + 2, C.B.S.E. Board ( 2007 ), Singrauli (M.P.).**
- **10<sup>th</sup> , C.B.S.E. Board ( 2005 ), Singrauli (M.P.).**

**COMPUTER KNOWLEDGE :**

- Completed **100 - hrs. training** prescribed by ICAI.
- Certification in **Industry Orientation Training Program** under ICAI Regulations.
- Tally ERP 9.0, MS office (**Word, Excel, Power point**).
- Knowledge of Advance excel (**V lookup, H lookup, Pivot table, if functions etc.**)
- Internet & E-mail operation (**Microsoft Outlook**).

**PERSONAL DETAILS :**

- Father's Name : Mr. Shyam Kartik Prasad Dubey
- Date of Birth : 01/04/1990
- Local Address : 3/99, Fourth floor, Lalita Park, Laxmi Nagar, New Delhi-110092

**Declaration**

I hereby declare that all the above details are true and correct to the best of my knowledge.

Date :.....

**KRISHAN DEV DUBEY**