

CURRICULAM VITAE

GYANENDRA SINGH



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OBJECTIVE

I am Semi Qualified aspiring Chartered Accountant looking forward to succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

PROFESSIONAL QUALIFICATION

Level	Attempt	Result
CA-Inter-1	Nov, 2012	53.25%
CPT	June, 2010	53%

ACADEMIC QUALIFICATION

QUALIFICATION	BOARD/UNIVERSITY	YEAR	RESULT
B.COM	MDU ROHTAK	2009	57%
12 TH	H.B.S.E	2006	58%

TECHNICAL SKILLS

- Good Knowledge of Microsoft Office including MS Excel, PowerPoint, MS Word and MS Access. Also obtains diploma certificates from recognized institutes such as ICAI, HARTRON, APEX Institutes and also have a CCC Certificate from NIELIT.
- Good working with Tally (All versions).
- Handy working with customized ERPs and various Accounting and Business Management Software.

WORK PERFORMED

I have performed various types of Audit & Assurance as well as Management reporting assignments like Cost Audits, Internal Audit, and Accounting Services etc. during Articleship and other from past 4½ years which I have served under name of “Arun K Gupta & Associates” And “Lalit Gupta & Associates.” In compliance of Chartered Accountancy Course the brief description of work performed is given below:-

ASSIGNMENTS	ORGANIZATIONS	WORK PERFORMED
Internal Audit	1. Tex Corp 2. AITM College 3. A To Z Filtration Specialities Pvt. Ltd.	Preparing Quarterly reports in three tier level as per audit scope, Providing MIS , physical verification of stock and development of various reports for the accounts, discussion with Management at final stage of report (About 20 months).
Stock Audit	1. Ahlcon Parenterals (India) Ltd.	Physical Verification of Stock, drafting report on the activity done including aspects like segregation of Workable, Damaged, obsolete and outdated.
Cost Audit	1. Ahlcon Parenterals (India) Ltd.	<ul style="list-style-type: none"> ▪ Development of costing reports, development in management daily reports. ▪ Monthly production costing reports according to management specification.
Salary Audit	1. Tex Corp	<ul style="list-style-type: none"> ▪ Checking salary computations according to rate, time and labour laws. ▪ Random Head Counts.
Accounts Outsourcing	1. Unnati Mercantile Ltd. 2. AITM Palwal 3. ACTM Palwal 4. AIP Palwal 5. AIE Palwal	<ul style="list-style-type: none"> ▪ MIS reports, Bank reconciliations on daily basis. ▪ Voucher posting, salary computations, TDS returns and Income tax returns of its employees. ▪ Preparation of quarterly and yearend Balance sheets, NPAs and other compulsory reports.
Statutory, Tax Audit and Income Tax return	Private Limited Companies:- <ul style="list-style-type: none"> ▪ A To Z Filtration Specialities Pvt. Ltd. Limited Companies:- <ul style="list-style-type: none"> ▪ Ahlcon Parenterals (India) Ltd. 	
GST Compliances	GST Registration, Return Filing such as GSTR-3B, GSTR-1, GSTR-9, GST Reconciliation, GST Invoicing etc.	

KEY HIGHLIGHTS OF ARTICLESHIP

- Always work in Team according to Audit Plan and Programme.
- Always work in coordination and cooperation with Reporting CA.
- Always draws out new ways of preparing reports for easy and timely completion of assignment.
- Excelled in short time bound assignments.

EXTRA CO CURRICULAR ACTIVITIES

- Linked with social activities like social yoga, tree plantation.
- Worked in regional council elections as a volunteer.

ACHIEVEMENTS

- Always a good behavioral student in school time.

PROFESSIONAL PROFILE

I am as a Professional of CA fraternity want to explore my work and knowledge so that I can benefit my organization in the best way. I always try to gather facts and figures which help my organization to grow its business and facilitate smooth functioning of day to day to activities. Working with integrity, honesty and smartly I have learned all those techniques to do work as well as get work done. I hope I will prove myself a valuable human resource to your organization.

PERSONAL DETAILS

Father's Name:	SH. LAL CHAND
Mother's Name:	SMT. MUKTI DEVI
Marital Status:	Married
Nationality:	Indian
Languages Known:	English, Hindi, and Braj Boli.
Strength:	Optimistic, Focused and Learner
Weakness:	Can't Say, Friendly & Helpful.
Date of Birth:	10 th July 1988
Hobbies:	Watching News, Books Reading and Playing cricket.

DECLARATION

I, GYANENDRA SINGH, hereby states that the information provided above is true to the best of my knowledge and belief.


(GYANENDRA SINGH)