

ARPIT KUMAR

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+918010935728, +917065066333

CURRICULUM VITAE

CAREER OBJECTIVE	I am a semi qualified aspiring Chartered Accountant looking forward to seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.
PROFESSIONAL QUALIFICATION	Cleared IPCC Level of Chartered Accountant.
ACADEMIC QUALIFICATIONS	B.Com (H) from BR Ambedkar Bihar University, Muzaffarpur in 2011. 12th from BIEC in 2008 10th from BSEB in 2006
EXPERIENCE	<p>⇒ From April 2013 to April 2016 Articleship training at A K Tayal & Co, Karkardooma.</p> <p>⇒ From Jun-2016 to Jan-2017 as Paid Assistant at Charanjit Malhotra & Co , Paharganj.</p> <p>⇒ From Jan-2017 to Jan-2019 as Paid Assistant at Lamba Vij & Co , Safdarjung Enclave.</p> <p>⇒ From Feb-2019 to Nov-2019 as Accounts Executive at IILM Institute for Higher Education, Lodhi Road.</p> <ul style="list-style-type: none">• Day to Day Accounting• Bank Reconciliation• Vendor Payments• Fee Receipts from Students• Payroll Management.• Monthly MIS• PF, TDS & GST Returns <p>⇒ From Dec-2019 till now as Paid Assistant at Rajkumar Gupta & Associates.</p>

<p style="text-align: center;">RESPONSIBILITIES INCLUDES</p>	<ul style="list-style-type: none"> ⇒ Preparation of Final Statements i.e. Balance Sheet, Profit and Loss Account and the accompanying Schedules. ⇒ Preparation and Submission of Quarterly TDS Returns and Correction of Demand Raised in previous years, if any. ⇒ Preparation and Submission of Income Tax Returns. ⇒ Preparation and Submission of GST Returns ⇒ GST Audit ⇒ Income Tax Case Preparation and Submissions including Search Case ⇒ CIT Appeals Preparation. 																										
<p style="text-align: center;">KEY ASSIGNMENTS</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Clients Handled</th> <th style="text-align: center;">Nature of Assignment</th> <th style="text-align: center;">Key Responsibilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Q2A Services Pvt Ltd. ➤ IG Pharma Ltd. ➤ Slipco Constructions Pvt Ltd. ➤ Singaria Builders Pvt Ltd </td> <td style="vertical-align: top; text-align: center;"> <p>Statutory Audit</p> </td> <td style="vertical-align: top;"> <p>Monitoring the statutory compliances and the financial statements of the entity as per relevant accounting and auditing standards.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Q2A Media Services Pvt Ltd. </td> <td style="vertical-align: top; text-align: center;"> <p>Transfer Pricing Audit</p> </td> <td style="vertical-align: top;"> <p>Providing significant help and support to senior professionals & Preparation of Cost Margin Sheet etc.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Q2A Media Services Pvt Ltd. ➤ Chitragupt Social Welfare and Educational Society </td> <td style="vertical-align: top; text-align: center;"> <p>Internal Audit</p> </td> <td style="vertical-align: top;"> <p>Monitoring the Accounts & checking of Fee Receipts and Pendency.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ M/s Gurubakhs Singh Builders ➤ M/s Balaji Wires </td> <td style="vertical-align: top; text-align: center;"> <p>Stock Audit</p> </td> <td style="vertical-align: top;"> <p>Physical Verification of the stock and its valuation as per relevant accounting standards.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Manohar Lal Jewelers </td> <td style="vertical-align: top; text-align: center;"> <p>CIT(A)</p> </td> <td style="vertical-align: top;"> <p>Preparation of CIT(A) Form and Submissions.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Brindavan Group </td> <td style="vertical-align: top; text-align: center;"> <p>Search Case</p> </td> <td style="vertical-align: top;"> <p>Preparation and Submission of reply and CIT(A).</p> </td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ➤ Other Various Clients </td> <td style="vertical-align: top; text-align: center;"> <p>Tax Audit</p> </td> <td style="vertical-align: top;"> <p>Preparation and Submission of Tax Audit Report.</p> </td> </tr> </tbody> </table>			Clients Handled	Nature of Assignment	Key Responsibilities	<ul style="list-style-type: none"> ➤ Q2A Services Pvt Ltd. ➤ IG Pharma Ltd. ➤ Slipco Constructions Pvt Ltd. ➤ Singaria Builders Pvt Ltd 	<p>Statutory Audit</p>	<p>Monitoring the statutory compliances and the financial statements of the entity as per relevant accounting and auditing standards.</p>	<ul style="list-style-type: none"> ➤ Q2A Media Services Pvt Ltd. 	<p>Transfer Pricing Audit</p>	<p>Providing significant help and support to senior professionals & Preparation of Cost Margin Sheet etc.</p>	<ul style="list-style-type: none"> ➤ Q2A Media Services Pvt Ltd. ➤ Chitragupt Social Welfare and Educational Society 	<p>Internal Audit</p>	<p>Monitoring the Accounts & checking of Fee Receipts and Pendency.</p>	<ul style="list-style-type: none"> ➤ M/s Gurubakhs Singh Builders ➤ M/s Balaji Wires 	<p>Stock Audit</p>	<p>Physical Verification of the stock and its valuation as per relevant accounting standards.</p>	<ul style="list-style-type: none"> ➤ Manohar Lal Jewelers 	<p>CIT(A)</p>	<p>Preparation of CIT(A) Form and Submissions.</p>	<ul style="list-style-type: none"> ➤ Brindavan Group 	<p>Search Case</p>	<p>Preparation and Submission of reply and CIT(A).</p>	<ul style="list-style-type: none"> ➤ Other Various Clients 	<p>Tax Audit</p>	<p>Preparation and Submission of Tax Audit Report.</p>
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<p style="text-align: center;">COMPUTER QUALIFICATION & SKILLS</p>	<ul style="list-style-type: none"> • Completed 100 Hours of Computer Training Under ICAI ITT Training Center • Working knowledge regarding application package MS Office, Tally. 																										

BEHAVIORAL CHARACTERISTICS	<ul style="list-style-type: none"> • Willingness to take responsibilities. • Ability to deliver results in time bound and challenging situations. • Ability to adapt to changing requirements of any team / organization.
MY STRENGTH	<ul style="list-style-type: none"> • Positive attitude. • Ability to manage stress, time and people effectively. • A self confident person, who believes in smart and hard work. • Computational and analytical skills.
PERSONAL DETAILS	<ul style="list-style-type: none"> • Father's Name : Mr. Chandra Mohan Prasad • Date of Birth : 8th April 1991 • Sex : Male • Language : English, Hindi • Place : Delhi