

CURRICULAM VITAE

Sarthak Gera

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Resume for Suitable Post- Accounts & Finance

Objective

To work in an engaging and positive workplace to get the insight into corporate world and assurance practices. Further to enhance the skills, knowledge & confidence to boost my career.

Education Summary

Degree	Institute	Percentage	Year
CA Final (Group I)	Institute of Chartered Accountants of India (ICAI)	-	Appearing in Dec 2021 Attempt
CA Final (Group II)	Institute of Chartered Accountants of India (ICAI)	51	January 2018
CS – Executive (Module – II)	Institute of Company Secretaries of India (ICSI)	58	February 2017
CS – Executive (Module – I)	Institute of Company Secretaries of India (ICSI)	55	August 2014 (Ist Attempt)
CA-IPC (Both Groups)	Institute of Chartered Accountants of India (ICAI)	70	Passed in July 2013 (Ist Attempt)
CA – CPT	Institute of Chartered Accountants of India (ICAI)	74	Passed in 2012 (Ist Attempt)
B.Com (H)	University of Delhi (School Of Open Learning)	65.35%	2015
XIIth AISSCE (CBSE Board)	Sachdeva Public School, Rohini	94%	2012
Xth AISSE (CBSE Board)	Sachdeva Public School, Rohini	9.0 CGPA	2010

Accomplishment

- Participated in various Cultural Events at school level.
- Got excellence award in academics in class 12th
- Got excellence awards for passing CA inter (first attempt) in 2013.

Strengths

- Passed IT training of Institute of Chartered Accountants of India and secured 70% marks.
- Well versed with MS Excel, MS Word, MS PowerPoint and Microsoft Office.
- Well versed with Tally ERP 9 and Compu Tax Software.
- Adjusting and Adaptable
- Leadership Skills
- Good Communication skills

Experience:

- Worked with M/s Gupta Jalan & Associates, Chartered Accountants as an Articled Assistant for 3 years (2013-2016)
- After the completion of Article Ship Joined the same CA firm i.e., Gupta Jalan & Associates as an Executive Accounts & Finance and worked with them for 2.5 years.
- Worked with Integrated Capital Services Limited from July 2019 till May 2021 as Senior Accounts Office.
- **Currently working with Integrated Capital Services Limited as Chief Executive Officer (CEO) since June, 2021.**

Job Responsibilities:

- To organize all Finance meetings
- To Maintain Books of accounts of different clients on Tally Package.
- To File GST Returns including preparation of reconciliation sheet.
- To File TDS returns online.
- To File ITRs online of different clients.
- To File ROC returns/forms online of different clients.
- Well versed to conduct audit.

Major assignments worked upon include:-

AUDITS: The assignments include review of business operation, financial and accounting information and then reporting the findings. Some notable clients worked on includes:

Statutory Audits:

- Aqualite India Pvt. Ltd. (Footwear trading)
- Aerobok shoe Pvt. Ltd. (Footwear manufacturer)
- Lancer footwear Pvt. Ltd. (Footwear manufacturer)
- BLS ecotech Ltd. (Manufacturer of polyster staple fibre)
- BLS institute of management. (Business school)

Internal Audits:

- Express roadways Pvt. Ltd. (Goods Transport Agency)
- Freedom Footwear Pvt. Ltd (footwear manufacturer)
- Tax audit of oriental bank of commerce
- Synergy Steels Limited, a manufacturing company.
- La Pristine Bioceuticals Pvt. Ltd. (Pharma sector)

Other responsibility and Specialization:-

- Preparation of MIS report.
- Preparation of Internal audit report.
- Finalization of books of accounts and preparation of final accounts as per new Schedule-iii of companies act 2013.
- Stock Audits.

Personal Information

Date of Birth: 26/01/1994

Mobile: 8010342426

Address: H-12/Block-H, Ground Floor,
Kirti Nagar, Delhi- 110015

Declaration

I hereby declare/undertake that the facts given in above resume are true and correct.

(SARTHAK GERA)