



Varun Vaid
705 A/9 Shiv Shakti Apartment
Flat No.2, Ward No-3 Mehrauli
New Delhi-110030
Phone: +91-9871522468
Email-ID: varunvaid0505@gmail.com

Dear Sir/ Madam

Sub: **Appropriate career opening in Your Esteemed organization**

It is with great pleasure I introduce myself as a Semi-Qualified Chartered Accountant and Cleared II Group (CA Final) in May-2016 and having appeared for CA- Final Examination held in Nov 2016.

I would be honored if allowed to be part of your prestigious organization. I would serve your organization in the best possible manner whereby I can add value to your organization and at the same time add value to self. Your organization has always been known for its ability to manage changes proactively and to reinvent itself continuously without compromising the ideals and values that have sustained it over the years. I am absolutely sure that there would be extremely challenging and growth oriented career opportunities existing in your organization. All this positively motivates me to explore an appropriate opening with your good self

I can assure you that with my academic background accompanied with the knowledge and skills acquired during my articleship training period, I would be able to make a meaningful contribution to your organization, especially in the areas of Auditing, Accounting, Taxation & Finance and I am very keen to apply my skills and expertise in today's financial era. I am desirous of a long term association with organizations where professional skills and talents are recognized, I am confident of playing productive role towards growth of an esteemed organization like yours. I am enclosing my Resume herewith for your kind perusal. I would be grateful if you could spare me some time whereby I can come and meet you in person.

Thanking You

Yours Faithfully

Varun Vaid

Enclosed: Resume

Varun Vaid

Address: 705 A/9 Shiv Shakti Apartment Flat N0-2 Ward

No-03 Mehrauli New Delhi-110030

Mobile: +91-9871522468 **Email:** varunvaid0505@gmail.com

CAREER OBJECTIVE

To inculcate the managerial & knowledge skills that would empower me to assimilate & exhibit them throughout my career.

PROFESSIONAL EXPERIENCE

9+ years' experience in Internal & Statutory Auditing profession with Healthcare, Real Estate, Educational Sector and Manufacturing Sector, leading to detailed understanding of Commercial, Accounts, Financial & Statutory aspects of business.

1. M/s SGC0 & CO LLP (CHARTERED ACCOUNTANTS, NEW DELHI)

Working as Senior Audit Manager and handling team of 6 to 8 members from May 2018 to till date

Major Responsibilities assumed: -

- Handling of Statutory Audit of Various Clients
- Handling Internal Audit of MNC Companies including designing of SOP's
- Providing legal and taxation advices relating to Direct Taxes
- Preparation of Balance Sheet as per applicable FRF.

2. M/s Genre of Design (Architecture firm, NEW DELHI)

Working as Assistant finance Manager and handling team of 4 members from September 2016 to April 2018

3. M/s Shukla Gupta & Arora (CHARTERED ACCOUNTANTS, NEW DELHI)

Working as Audit Assistant and handling team of 4 member from June 2015 to August 2016

Major Responsibilities assumed: -

- Handling of Scrutiny Assessment cases including excise & service tax Audit
- Handling Internal & Statutory Audit assignment
- Handling of monthly and quarterly returns of service tax, excise
- Book Keeping

MIS Reporting of:

- Gross Profit on Monthly Basis.
- Weekly Cash Flow Position.
- Monthly Group Companies Recon.
- Maintaining updated list of outstanding payment
- Fortnight review of books of group companies & highlighting the observations to the management

4. M/s Singhi Chugh & Kumar (CHARTERED ACCOUNTANTS, NEWDELHI)

Worked as an Audit Assistant from January 2012 to January 2015.

- Auditing & Assurance**

TYPE OF	NAME OF THE COMPANY	WORK TYPE	Responsibility
Banking	<ul style="list-style-type: none">• Canra Bank• Bank of India	Concurrent Audit	Team Member Team Member
Real Estate	<ul style="list-style-type: none">• Emerald Lands	Internal Audit	Team Member
Manufacturing	<ul style="list-style-type: none">• Shivalik Prints Ltd.• Omax Auto Ltd.• New City of Bombay Mfg Mills Ltd• Kejriwal Bee Care India Private Limited• Parker Engineering India Private Limited• Parker PCP Auto Components Private Limited	Internal Audit Internal Audit Statutory Audit Statutory Audit Statutory Audit Internal Audit	Team Member/Leader Team Member/Leader Team Member Team Member/Leader Team Leader Team Member

Service	<ul style="list-style-type: none"> • Comparex India Private Limited • Iris High-tech Private Limited 	Internal Audit Statutory Audit	Team Leader Team Leader
Trading	<ul style="list-style-type: none"> • Bestseller Fashion India Private Limited 	Statutory Audit	Team Member

□ **Book Keeping & Accounting: -**

Individually managed the accounting work at various work Assignments which includes: -

- | | |
|---|-------------------------------|
| i. Book keeping | iii. Accounting |
| ii. Preparation of Financial Statements | iv. Handling of audit queries |

□ **Other activities**

- Finalization of Income Tax returns & tax audit reports of corporate assesses and other entities
- Filling of Income tax & Service tax returns
- Handled various Stock audits of manufacturing units

EDUCATIONAL BACKGROUND

QUALIFICATION	INSTITUTE	YEAR OF PASSING	%
CA-FINAL (II Group)	ICAI	2016	50
B.Com	Delhi University (SOL)	2012	50
CA-IPCC	ICAI	2011	52
HSC	CBSE	2009	74

COMPUTER PROFICIENCY

- | | |
|---|---|
| <ul style="list-style-type: none"> • MS Office (MS Word, Excel or Power point) | <ul style="list-style-type: none"> • TALLY, ERP, SAP |
|---|---|

STRENGTHS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Confident, Self Motivated & Positive Attitude | <ul style="list-style-type: none"> • Belief of Team Work |
|---|---|

PERSONAL INFORMATION

DOB : 23rd September, 1991
Language Known : Hindi, English and Punjabi
Hobbies : Reading Books, listening to AIR discussion and TV debate.

Place: New Delhi

(Varun Vaid)