

RESUME

Arun Kumar Ojha

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Career Goal:

Seeking a challenging role in field where in my knowledge and skills can be applied for better work that encourages exposure to new ideas for the growth of the organization.

Key Interests: Tax, Finance and Accounts.

Educational Qualification:

Professional Qualifications	<u>The Institute Of Chartered Accountants Of India (ICAI)</u>		
	Examination	Year of Passing	Marks (in %)
	CA-Final	Going to Appear	Awaiting
	CA-IPCC	2014	53
	CA-CPT	2012	50
	<u>The Institute Of Company Secretaries Of India (ICSI)</u>		
	Examination	Year of Passing	Marks (in %)
	CS-PROFESSIONAL	Going to Appear	Awaiting
	CS-EXECUTIVE	2016	57

Academic Qualifications	Examination	Board / University	School / College	Year of Passing	Marks (in %)
	B. Com	Bangalore University	Vijay Pre-University College	2014	67
	Class - XII	PUC	Vijay Pre-University College	2011	83
	Class - X	SSLC	Image English School	2009	69

Work Experience:

- Presently working in Accolet Advisors Pvt Ltd as an Executive Indirect Tax.

Handling work related to –

- Preparation of GSTR-1 working & GSTR-3B.
- Reconciliation of 2A v/s Purchase register.
- Preparation of the GST Refund working.
- Filing of GST Returns.
- Previously associated with AkzoNobel India Ltd as an Associate Finance.

Associated with the **Vehicle Refinish Business** (Business unit) part of Akzonobel Business

Handling work related to –

- Preparation of Monthly Prebate working
- Review and Analysis of Capital Investment Programme(CIP) tracker on quarterly basis
- Preparation of Contribution margin and analysis on new tender won by the company.
- Preparation of the refund working on litigation / default matters
- Preparation of the Legal case letter to be submitted to NCLT and IBC
- Preparation of Amortization Letter to body shop customer
- Raising Purchase Order (PO) and approving the PO on day to day basis.
- Approving the Goods receipt note (GRN)
- Issuing Expenditure proposal (EP) on an daily basis
- Credit note punching on an Monthly basis
- Also helped in Stock in and Stock out release
- Releasing Carriage inward (CI) and Free of cost (FOC) on an daily basis

Articleship Details

- Vinod D Shah & Associates
- Hired as an Article Trainee and completed 3 years of CA Articleship Training period under Vinod D Shah & Associates, a Chartered Accountant firm

Computer Proficiency

- Working Knowledge of Tally and SAP
- Working Knowledge of MS Office packages

Achievements:

- Awarded with 2 Exemptions in CA-IPCC: Taxation (60), Audit(68).
- Awarded with 3 Exemptions in CS-Executive Programme: Taxation (68), Costing(68), Industry and Labour Law(73).

Strengths:

- Self Confidence
- Dedication towards work
- Enthusiastic

Proficiency:

- Good communication skills
- Positive attitude towards team-work
- Professional approach
- Hard working
- Excellent interpersonal skills

Personal Profile:

- Date of Birth : 05 July 1993
- Nationality : Indian
- Languages known : English , Hindi , Kannada
- Place of birth : Bangalore, Karnataka
- Marital status : Unmarried
- Sex : Male

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore

ARUN KUMAR OJHA

