

CURRICULUM VITAE

SACHIN SINGH

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OBJECTIVE

To pursue a career with an organization which is competitive, dynamic and gives value addition to it as well as to those who are associated with it, offering opportunity to enhance knowledge and skills while getting a high level of satisfaction and recognition.

PROFESSIONAL QUALIFICATION

CA Intermediate and Accounting Technician Course Holder

Sr.no	Professional details	University/Institution	Passing Year	Percentage
1	CPT	Institute of Chartered Accountant of India	2009	67%
2	IPCC Group I	Institute of Chartered Accountant of India	2014	60%
3	IPCC Group II	Institute of Chartered Accountant of India	2018	50%

ACADEMIC QUALIFICATION

Master of Commerce

Sr.no	Academic details	University/Board	Passing Year	Percentage
1	SSC	Maharashtra State Board	2006	72%
2	HSC	Maharashtra State Board	2008	75%
3	BCOM	Mumbai University	2011	78%
4	MCOM	Mumbai University	2018	69%

ACHIVEMENTS

- Secured exemption with more than 60% marks in Accounts paper in C.A IPCC Group I (74 marks)
- Secured exemption with more than 60% marks in Costing paper in C.A IPCC Group I (67 marks)

WORK EXPERIENCE

- As **Senior Executive** Accounts, Finance, Taxation and Audit in Chandak Agarwal & Co (CA Firm) from June 2019 till date. Involved in handling statutory audit, tax audit, gst returns, individual returns and accounting work
- As **CA Articleship** in SBSK & Associates (CA Firm) from February 2015 to June 2018. Involved in handling statutory audit, tax audit, vat audit, individual returns and accounting work
- As Teacher in Sukriya Classes (Commerce Stream) from April 2012 to January 2015. Subjects includes Economics, Secretarial Practice, Organisation of Commerce, Accounts, Costing, Management Accounts, Audit to class 11th to TY BCOM.

RESPONSIBILITIES HANDLED

STATUTORY AUDIT

- Analysis of draft financial statement including notes to accounts
- Ensuring compliance of TDS, applicable accounting standards
- Inventory valuation as per AS 2
- Depreciation as per Companies Act 2013 and Income Tax Act 1961
- Scrutiny of ledgers, debtors & creditors reconciliation
- Verification of BRS and bank/cash balance
- Physical verification of stock
- Checking loan and advances form banks and financial institutions
- Preparation of financial statement

TAX AUDIT

- Compliance with TDS provisions
- Compliance with various sections of Income Tax Act mentioned in Form 3CD
- Preparation of form **3CA**, **3CB** and **3CD** reports with all annexures

GST RETURNS AND AUDIT

- Preparation of working and filing of GST returns i.e. GSTR 3B, GSTR 1
- Preparation of working and all annexures of GSTR 9 and GST Audit

OTHER WORK

- Accounting entries, bank reconciliation, ledger scrutiny, book keeping and finalization of books of account
- Working and computation of TDS as per applicable provision

- Preparation of income computation of various assessee and filing of income tax returns
- Preparation and submission of replies to various notices of Income Tax along with all necessary annexures
- Preparation of MIS report of various entities
- Preparation of various end use certificates for the clients

COMPUTER KNOWLEDGE

- Completed Compulsory Computer Training (CCT) of 100 hours held by Institute of Chartered Accountants of India
- Working knowledge of accounting software i.e. Tally
- Working knowledge of MS Office Word, MS Excel

OTHER CERTIFICATION

- Completed Orientation Program of 35 hours organized by WIRC of the Institute of Chartered Accountants of India
- Completed Compulsory Course on General Management and Communication Skills of 105 hours held by WIRC of the Institute of Chartered Accountants of India

PERSONAL DETAILS

Name	SACHIN SINGH
Father Name	RAMKARAN SINGH
Gender	Male
Date of Birth	April 2 nd , 1990
Marital Status	Single
Language Known	English, Hindi and Marathi
Interest	Listening music, watching and playing cricket
Address	D/312, Shree Dutt CHS, Near Dutt Mandir, Virar Road, Nallasopara East, Palghar, Maharashtra - 401209

I do here by confirm that the above stated information is true and correct.

Place: Mumbai

SD/-

Date:

SACHIN SINGH