

Pankaj Kumar Pareek

Chartered Accountant

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Mobile: 8094873774, 9079305263

CAREER OBJECTIVE

Work in a challenging environment using my technical skills for the growth of the organization and improve and build upon my knowledge and expertise for personal and professional growth.

EDUCATIONAL QUALIFICATIONS

Professional Qualification		Academic Qualification	
Examination	Performance	Examination	Performance
C.A. Final (2 nd Group) Nov. 2018	50.00%	M.Com 2018 Maharaja Ganga Singh University	55.00%
C.A. Final (1 st Group) May. 2018	56.00%	B.Com 2014 Maharaja Ganga Singh University	64.00%
C.A. I.P.C.C (2 nd Group) May 2014	54.67%	R.B.S.E. 12 th 2011 Basic Sen.Sec. School,Sardarshahar	80.00%
C.A. I.P.C.C (1st Group) Nov 2012	53.50%	R.B.S.E 10 th 2009 Govt.Sen.Sec. School, Pulasar	70.33%
C.A. C.P.T. Dec. 2011	62.00%		

ARTICLESHIP/WORK EXPERIENCE

Ayush Saraf & Associates, Chartered Accountants

Article Assistant

Guwahati, Assam

June 2014 – October 2016

Pukhraj Sethia & Co., Chartered Accountants

Article Assistant

Guwahati, Assam

June 2013 – June 2014

Anil Soni & Associates, Chartered Accountants

Assistant Manager- Accounts & Taxation

Sardarshahar, Rajasthan

December 2017 – August 2018

WORK DONE DURING ARTICLESHIP:-

- Represented the firm on a variety of audit assignments comprising of statutory Audit and tax Audit of companies, firms and proprietorship concern.
- Worked as team worker during statutory Audit of Punjab national bank branch.
- Filing of Income Tax Returns.
- Prepare tax audit report 3CA-CD, 3CB-CD including various annexure like depreciation working, statutory liability working, TDS-reporting, 269SS- 269T reporting etc.
- Preparation & finalization of financial statements including cash flow statement.
- Prepare income computation and calculate tax considering investment/deductions
- Verification of compliance with various accounting standards, income tax provisions, other statutory law-regulations.
- Verification of related party transaction & cross check with related party account records
- Testing appropriateness of journal entries, review accounting estimates-methods, analyzes unusual Transactions & communicates audit points to principal.
- prepare working paper file for audit

WORK EXPERIENCE

- Calculating GST for Companies, firms and Proprietorship concern
- Coordinating & Clarifying the clients on GST computation and assisting its payments
- Filing GST Returns (GSTR 1, GSTR 3B, GSTR 4)
- Assists in Accounting of Companies, firms and Proprietorship concern.

TECHNICAL SKILL

- Tally-ERP,
- Computax Software
- SAG-Gen GST Software
- MS-Excel, Word, and PowerPoint etc.

ACHIVEMENTS

- **AMUL VIDHYABHUSAN** Award
- **PRESENTATION WINNER** by ICAI BIKANER BRANCH in GMCS
- Get Always under Top 3 Rank at School Level.

PERSONAL INFORMATION

- **Date of birth** – 02/09/1995
- **Permanent address :-**
V.P.O- Pulasar
Dist- Churu
Rajasthan-331402

Current Address:-

Sector 39, Near Huda city center
Gurgaon, Haryana- 122007