

## **CURRICULUM VITAE**

### **SACHIN SINGH**

Flat No-312, D Wing, Shree Dutt CHS,  
Near Dutt Temple, Virar Road,  
Nallasopara East, Thane  
Maharashtra-401 209.

Mobile: +91 8108611605  
Email: sachin46rs@gmail.com

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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 professional skills while getting a high level of satisfaction and recognition and also serving the best interests of the clients with excellence, Integrity & Independence.

### **PROFESSIONAL QUALIFICATIONS**

CA Intermediate and Accounting Technician Course Holder

<b>Sr.no</b>	<b>Professional details</b>	<b>University/Institution</b>	<b>Passing Year</b>	<b>Percentage</b>
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 QUALIFICATIONS**

Master of Commerce

<b>Sr.no</b>	<b>Academic details</b>	<b>University/Board</b>	<b>Passing Year</b>	<b>Percentage</b>
1	SSC	Maharashtra State Board	2006	72%
2	HSC	Maharashtra State Board	2008	75%
3	GRADUATION	Mumbai University	2011	78%
4	POST GRADUATION	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)
- Completed all Academic qualifications SSC, HSC, Graduation and Post Graduation with First Class and Above.
- Completed Compulsory Computer Training (CCT) of 100 hours held by Institute of Chartered Accountants of India
- Completed Orientation Program of 35 hours organised 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

## **WORK EXPERIENCE:**

### **As an Article Assistant in SBSK & Associates:**

Completed my 3 years of Articleship in SBSK & Associated. Involved in handling Statutory Audit, Tax Audit, Vat Audit, Individual Returns and Accounting Work. Few clients handled as team member and independently as well are given below:

### **Partnership Firm:**

- Capricorn Enterprise
- Trishul Engineering

### **Private Sector Companies:**

- Viswaat Chemical Private Limited
- Trishul Electromech Private Limited
- Ortan Engineering Private Limited
- Agog Pharma Private Limited

## **Responsibilities handled**

## **STATUTORY AUDIT**

- Ensuring compliance of TDS, applicable accounting standards
- Inventory valuation as per AS 2
- Depreciation as per AS 6 and as per schedule II of Companies Act 2013
- 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
- Prepartion 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
- Preparation of Financial Statement.

### **OTHER ANCILLARY ACTIVITIES**

- Responsible for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit
- Preparation of Income computations of various assesses and filing of income tax returns.
- Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation etc
- Online filing of Income Tax returns

### **As an Employee in Chandak Agarwal & Co:**

Join the firm Chandak Agarwal & Co in June 2019 till now as an employee after completion of Articleship and Post Graduation. Involved in handling Internal Audit, Statutory Audit, Tax Audit, GST Audit, Individual Returns. Few clients handled as team member and independently as well are given below:

#### **Partnership Firm / Proprietary Concern:**

- Label Talent India
- Rochlani Textile LLP
- Shriram Engineering
- Shree Hari Yarn Solution

#### **Private Sector Companies:**

- Samarthair Pneumatics Private Limited
- Lucenta Solutions Technologies Private Limited
- Dexpro Logistics Private Limited
- Career Cube Management Private Limited
- Seda Production Private Limited
- Stargaze Animation Studio Private Limited

### **Responsibilities handled**

### **STATUTORY AUDIT**

- Analysis of draft Financial Statements including notes to accounts

- Ensuring compliance of TDS, applicable accounting standards
- Inventory valuation as per AS 2
- Depreciation as per AS 6 and as per schedule II of Companies Act 2013
- 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
- Preparation of Financial Statement

### **GST RETURNS AND AUDIT**

- Preparing working and filing of GST returns i.e GSTR 3B, GSTR 1
- Preparing working and filing of GST Annual return GSTR 9
- Preparing working and all annexures of GST Audit and filing of GSTR 9C

### **OTHER ANCILLARY ACTIVITIES**

- Responsible for book keeping, file, maintenance of accounts, finalization of books for audit
- Preparation of Income computations of various assesses and filing of income tax returns.
- Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation etc
- Filing of 15 CA and 15 CB
- Online filing of Income Tax returns

### **As a Teacher in Surkriya Classes:**

Join Sukriya Classes as a teaching faculty after completion of my graduation in 2011 for 3 years. Subjects teach are given below:

#### **HSC Class:**

- Accounts
- Economics
- Organisation of Commerce (OC)

#### **TY BCOM Class:**

- Accounts
- Costing
- Audit

## **COMPUTER KNOWLEDGE**

- Working knowledge of accounting software i.e Tally
- Working knowledge of MS Office Word, MS Excel

## **PERSONAL DETAILS**

Name: SACHIN SINGH

Father's Name: RAMKARAN SINGH

Gender: Male

Date of Birth: April 2<sup>nd</sup>, 1990

Marital Status: Single

Language Known: English, Hindi & Marathi

Interest: Listening music, watching and playing cricket

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

**Place: Mumbai**

**SD/-**

**Date:**

**SACHIN SINGH**