

## ANKIT PRADEEP JAIN

Hira Prem Bungalow, Near Keshav Palace

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Date of Birth: December 31, 1995

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### CAREER OBJECTIVE:

To surround myself with motivated, skilled professionals in a job with opportunities for career development and advancement with hard work and dedication.

### CHARTERED ACCOUNTANCY PRACTICAL TRAINING EXPERIENCE:

#### WORKED AT:

- **SARA & Associates Chartered Accountants** as an Audit Executive (February'19 – November'19)
- **Banka & Banka Chartered Accountants** as an Article Assistant (April'15 – April'18)

#### ROLES ENTAILED:

<b>AUDITING AND TAXATION:</b>	
1. Litigation	<ul style="list-style-type: none"><li>• Drafting of <b>Appeals</b>, written submissions and cross objections and preparation of paper books before CIT, CIT (A) and ITAT.</li><li>• Handling <b>Revision appeals</b> in case of <b>search and survey block assessment</b>.</li><li>• Income Tax <b>Scrutiny</b> documentation, handling and representing scrutiny cases in Income Tax department.</li><li>• Coordinating with and <b>briefing the legal counsels</b> on appeals.</li></ul>
2. Advisory	<ul style="list-style-type: none"><li>• Suggesting <b>System Modifications</b> and <b>Analyzing Financial Reports</b>.</li><li>• <b>Debt Syndication</b>.</li><li>• Advising on <b>Tax Planning</b>, updating clients with the recent <b>notifications, circulars, and announcements</b> &amp; their applicability for tax planning.</li><li>• Advising on <b>International Transactions</b>.</li></ul>
3. Audit	<ul style="list-style-type: none"><li>• <b>Statutory, Income Tax and GST Audit</b> of Financial Statements of <b>Private Limited Companies</b> and <b>Limited Liability Partnerships</b>.</li><li>• <b>Income Tax and GST Audit</b> of Financial Statements of <b>Partnership Firms</b> and <b>Individuals</b>.</li><li>• <b>Concurrent Audit</b> of Bank.</li><li>• <b>Testing Systems</b>, being reviewed during the course of audit.</li><li>• <b>Stock Audit</b> and Verification.</li></ul>
4. Compliance	<ul style="list-style-type: none"><li>• Drafting <b>Audit Reports</b>, Engagement Letters, Management Representation Letters etc.</li><li>• Ensuring compliance with <b>Standards on Auditing</b> and <b>Accounting Standards</b>.</li><li>• Preparing <b>Certificates</b> for submitting to Banks and other institution.</li><li>• Preparation and filing of <b>Income Tax Returns, Goods and Services Tax /Sales Tax Returns</b>.</li><li>• Filing of <b>Forms AOC-4, MGT-7, DPT-3</b> etc. and other ROC related compliances.</li></ul>

**EXPOSURE IN SECTOR/INDUSTRIES:**

- Manufacturing & Exports
- Banking and Finance
- Pharmaceutical
- Hotel

**COMPUTER SKILLS:**

- Operating systems known: Windows 7 to 10, Macintosh OSX
- Application software known: MS Office, Tally, WinMan, Finacle Solutions, Genius.
- Fast Typing Speed.
- Completed ICAI mandated training programmes – Orientation and Advanced ITT.

**PROFESSIONAL QUALIFICATIONS:**

Institute	Level	Term	Result
<b>The Institute of Chartered Accountants Of India</b>	CA FINAL	Nov 2018	51.00%
	IPCC	Nov 2016 (Group II)	53.33%
	IPCC	Nov 2014 (Group I)	53.50%
	CPT	June 2013	63.50%

**ACADEMIC QUALIFICATIONS:**

Qualification	Month of Attempt	Board	Institution	Result
B.Com (BAF)	April, 2016	University of Mumbai	Thakur College of Science & Commerce	Grade A
H.S.C.	February, 2013	MSB (HSC)	Thakur College of Science & Commerce	82.17%
S.S.C.	March, 2011	MSB (SSC)	Kenam English High School	85.81%

**PERSONAL DETAILS:**

- Date of Birth: December 31, 1995
- Languages known: English, Hindi, Marathi, Gujarati, Marwari.
- Sex: Male
- Marital Status: Single
- Nationality: Indian
- Interests: Reading Blogs & News, Swimming, Gardening, Gaming etc.