

## **CURRICULUM VITAE**

**PRIYANK RASTOGI**

**B-217, Sector 71,**

**Noida-201301**

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- It is with great pleasure that I introduce myself as a Semi Qualified Chartered Accountant having qualified both groups of CA IPCC.
- I am dedicated and focused individual, determined to add value to the organization I work for through my exceptional knowledge and learning ability. I possess well developed communication skill with reputation of unwavering accuracy, credibility and integrity.
- I would be honored if I allowed to be the part of your prestigious organization. I would serve your organization in the best possible manner whereby I can add value to your organization and at the same time add value to self.
- I have annexed my resume for your kind perusal. I would be grateful if you could spare some time for me whereby I can come and meet you in person.

## **Academic Qualifications:**

<b>School/College Name</b>	<b>Board/ University</b>	<b>Standard</b>	<b>Year of Qualification</b>	<b>Subjects</b>	<b>Percentage (%)</b>
Maharishi Vidya Mandir, Budaun (U.P.)	C.B.S.E.	10 <sup>th</sup>	2006	Hindi, English, Maths, Science, Social Science,	81
Maharishi Vidya Mandir, Budaun	C.B.S.E.	12 <sup>th</sup>	2008	Accounts, Economics, Business Studies	78
N.M.S.N. Dass College, Budaun	Rohilkhand University	B.Com	2011	Accounts, Economics, Company Law	55

## **Professional Qualification:**

Cleared Both Groups of CA-IPCC in May 2011

Cleared 1<sup>st</sup> Module of Executive Programme of ICSI in June 2012

Cleared 2<sup>nd</sup> Module of Executive Programme of ICSI in December 2012

## **Professional Experience:**

- a)** Completed 3 years of Articleship Training in M/s S C A N Associates having office at 105, Prakash House, 4379/4B, Ansari Road, Darya Ganj, Delhi-110002 from 1<sup>st</sup> September, 2011 to 31<sup>th</sup> August, 2014
- b)** Worked in the same firm as the Senior Accounts Executive from 20<sup>th</sup> May'2015 to 31<sup>st</sup> October 2016.

## **Key Assignments Handled:**

- Engaged in tax audit of Proprietorship and partnership firms and trusts;
- Engaged in preparation of Financial Statements of companies (along with the below mentioned companies) as per Schedule III;
- Engaged in computation of Income tax, Service tax, TDS;
- Engaged in preparation and filing of Income tax, Service tax and TDS returns;
- Engaged in Statutory Audit of State Bank of Patiala (Punjab);
- Engaged in collection and arrangement of documents for Income tax cases before income tax department;

<b>Name of Company</b>	<b>Profile</b>	<b>Assignments Handled</b>	<b>Location</b>
Small Screen Films and Televisions Private Limited	Engaged in Production of TV Serials and corporate films for various TV Channels	Statutory and Tax Audit	Sarvodaya Enclave, Delhi (South Delhi)
Sun Business Machines Private Limited	Engaged in renting of various equipments for exhibition purposes	Statutory and Tax Audit	Kirti Nagar, Delhi
HAS Plastics Private Limited	Engaged in manufacturing of plastic products	Statutory and Tax Audit	NOIDA
Vaishnavi Group of Companies	Engaged in different profiles	Statutory Audit	Gurgaon
News Laundry Media Private Limited	Engaged in content creation for news and news critics	Statutory Audit	Sarvodaya Enclave, Delhi (South Delhi)

Inter Management Services Limited	Event Private	Engaged Arrangement Exhibitions	in for	Statutory and Tax Audit	Vasant Kunj, New Delhi
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- c) Worked as PLA (Property Level Accountant) on the designation of Senior Analyst - Financial Planning and Analysis (FP&A) in U.S. based Company named as A & E Information System Private Limited from 19<sup>th</sup> December'16 to 25<sup>th</sup> April'18

**Key Assignments Handled:**

- Engaged in auditing of AP/AR vouchers entered by the respective department and passing rectifying entries if any errors found;
- Posting other relevant journal entries;
- Preparing financial statements as per the U.S laws and also as per the requirements of investors;
- Many other minor/major projects (with team efforts and in isolation) as required by the investors/management from time to time;
- All the above mentioned tasks are to be done on monthly basis.

- d) Currently working on the designation of Assistant Manager in Finance and Accounts in domestic company named as Nayati Healthcare and Research Private Limited.

**Key Assignments Handled:**

- Complete checking of books of accounts (vouching and ledger scrutiny) of Nayati Healthcare and other group companies;
- Bank reconciliation of all the companies on monthly basis;

- Reconciliation of books of accounts of the company and the vendors;
- Proper Recording of Income tax credit deducted by the debtors;
- Making payments to vendors, staff salary and other daily payments from bank account;
- Filing income tax returns of employees as well as retainers using tax planning technique;
- Providing various reports as and when required by the management with team efforts as well as in isolation;

### **Computer Skills:**

- 100 Hours Information Technology Training conducted by ICAI.
- Conversant in MS Excel/Word, Tally (All Versions) & internet operations.

### **Interpersonal Skills:**

- Work driven by commitment and not by the clock.
- Good oral communication skills
- Can work for a long period
- Manage the stressed condition
- Never give up attitude

### **Other Details:**

Date of Birth: 8<sup>th</sup> July, 1990  
Permanent Address: Near Indian Medical Store,  
Madhai Chowk,  
Buduan – 243601 (U.P.)

**Date: 11<sup>th</sup> November, 2019**

**(Priyank Rastogi)**