

RESUME

VICKY JAISWAL

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Career Objective

To obtain an opportunity to work in a dynamic organization and evolve as a part of a creative team for my betterment as well as for my organization through my potentials and attributes.

Professional Qualification

Particulars	Institution	Year	Percentage
CA Final	ICAI	2014	52.63%
IPCC	ICAI	2010	58.71%
CS Executive	ICSI	2012	50.83%

Academic Qualification

Particulars	Institution	Year	Percentage
B.Com Hons. (A.B.S.T)	University of Rajasthan	2012	62.00%
Senior Secondary	C.B.S.E	2009	87.60%
Secondary	C.B.S.E	2007	80.00%

Work Experience

One Year Work experience with **Rajesh Motors (Agencies) Private Limited**, Jaipur on role of Chartered Accountant.

Job Profile

- Finalization of Accounts
- Profit Planning
- Preparation of Projection and cash flows
- Compliance of State Tax
- TDS Compliances
- Service Tax Compliances
- Bank MIS, Debtors MIS

Professional Training

Completed 3 Years of internship of CA from M/S S.R. Goyal & Co, Chartered Accountants, Jaipur under the guidance of under C.A. Sunil Goyal who had been president of ICAI and President of South Asian Federation of Chartered Accountants (SAFA) - A Regional Body of SAARC countries.

Nature of Work Done

<u>Manufacturing Industry</u>	Statutory Audit of Khator Fibre & Fabrics Ltd. Internal Audit of V&S International Pvt. Ltd. (RMG Division), Nextenders (India) Pvt. Ltd. and Rajasthan Venture Capital Fund. Gained experience of various activities involved in Manufacturing unit like Compliance as per Accounting Standards. Checked the Statutory compliances, Indirect Taxation records and done Ledger Scrutiny, Vouching and Verification.
<u>Banking Sector</u>	Statutory Audit of – Union Bank of India. Concurrent audit of - State Bank of Bikaner & Jaipur, Central Bank of India and ICICI Bank Gained experience about various works done in Regular Working process such as Loan Disbursement Process, House Keeping, recovery of short and non levied processing & Service charges and all Head office and RBI Compliances. Preparation of LFAR, tax audit report and verification of NPA.
<u>Finance Sector</u>	Internal Audit of Mahindra & Mahindra Finance Service Ltd. Gained experience about various works done in Regular Working process such as Loan Application Process, Loan Disbursement Process, Credit Appraisal, Recovery Process, Disposal Process, Compliance of RBI and Companies policies.
<u>Hotel Industry</u>	Internal Audit of hotel The Fern Carried internal audit of Hotel The Fern and gained knowledge about revenue recognition, Compliances related to Service Tax, Luxury Tax, VAT, Licenses, inventory management and internal control.
<u>Retail Sector</u>	<ul style="list-style-type: none">➤ Stock Audit of Reliance petro products.➤ Stock Audit of various other companies.➤ Internal Audit of Micro Finance Co.
<u>Taxation</u>	<ul style="list-style-type: none">➤ Various Audits under section 44AB of the Income Tax Act, 1961.➤ Finalization of balance sheets of various companies as per revised schedule VI of Companies Act. 1956.➤ Preparation and filling of Income Tax returns & other tax related matters.➤ Preparation of Book of Accounts of Various Persons such as service, retails, manufacturing and Trusts.➤ Preparation of e-TDS returns and filing correction statements.➤ Preparation of service tax return, sales tax returns (VAT, CST).➤ Scrutiny of various ledger, cash & bank vouching, checking of fixed assets register and depreciation there on.
<u>Other Major Assignments</u>	<ul style="list-style-type: none">➤ Actively involved in the preparation of CARO.➤ Preparation of Search Report of Various Companies.➤ Roc work, filing of forms relating to Annual Filing, Compliance Certificate, Incorporation, Charge, Directors Appointment and resignation.➤ Preparation of Auditors Reports, Notices, Minutes of companies.

Key Skills

- Having detailed working experience of auditing tools in MS-Excel, MS-Access.
- Functional knowledge of ERP packages like Tally 9, Tally 7.2.
- Working knowledge of Taxation Software like Compu Tax for Income tax, Sales tax, Service tax.

Achievements & Extra-Curricular Activities

- Scholarship holder from Central Board of Secondary Education.
- Secured ninety and above marks in four subjects in class XIIth Board Examination.
- Participating in Student National Conference held in 2010 organized by ICAI.
- Participating in social cause in Year 2005.

Personal Information

Date of Birth : 05th November, 1990
Father's Name : Mr. Murli Manohar Jaiswal
Permanent Address : Sector No. 3MA/179, Indra Gandhi Nagar,
Jagatpura, Jaipur, Rajasthan 302017.
Hobbies : Playing Cricket and Vollyball