

CURRICULUM- VITAE

SUNNY BAJAJ

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Career Objective

To secure a responsible career opportunity, where I can fully utilize my training, technical & management skills, while making a significant contribution to the success of the organization.

Professional Qualifications & Academics Qualifications

Professional

<i>S.No</i>	<i>Qualification</i>	<i>Group</i>	<i>Institute/Board</i>	<i>Year</i>	<i>Percentage</i>
1	CA FINAL	Group 1 Group 2	The Institute of Chartered Accountants of India	Nov-16	51%
				May-17	52%
2	CA IPCC	Group 1 Group 2		Nov-13	63.50%
				May-14	70%
3	CA CPT			Dec-12	87%

Academic

<i>S.No</i>	<i>Qualification</i>	<i>University/Board</i>	<i>Year</i>	<i>Percentage</i>
1	B.Com	CCSU	2015	68%
2	Intermediate	CBSE	2012	92%
3	High School	CBSE	2010	86%

Academic Achievements

- 1 Awarded with Scholarship for excellence in Academics for the session for session 2011-12
- 2 Awarded with Mr Darshanite title (Student of the year) for session 2011-12

Other Certifications

- Completed 100 hours IT training from ICAI
- Completed 5 days Orientation Programme conducted by ICAI
- Completed 15 days GMCS-I and GMCS-II conducted by ICAI

Professional Experience

Completed 3 years of Articleship from:

<i>Name of the organization</i>	<i>Designation</i>	<i>Period Served</i>
KPS & ASSOCIATES 10/9 Civil Lines, Meerut, 250001	ARTICLE ASSISTANT	31 March 2014 To 30 March 2017

Major Experience and skill gained during training period

Accounting:

- Maintenance & Finalization of financial statements of various companies and partnership firms.

Auditing:

- Deals in tax audit u/s 44AB of Income Tax Act,1961
- Deals in statutory audit of various companies.

Banking Exposure

- Statutory Audit of various Branches of Syndicate Bank.
- Concurrent Audit of ICICI Bank Ltd. And Punjab & Sindh Bank.
- Revenue Audit of various branches of Oriental Bank of commerce.

- Stock Audit of Allahabad Bank, Bank of Baroda, Punjab National bank, Canara Bank and Punjab & Sindh Bank.

Internal Audit

- Internal Audit of Various Divisions Paschimanchal Vidyut Vitran Nigam Ltd.
- Tender Audit at MD office, Meerut (Urja Bhawan) of Paschimanchal Vidyut Vitran Nigam Ltd.
- Internal Audit of Chapter of Institute of Company Secretary of India.

GST Registration and Migration

Finance and Loans

- Preparation of CMA data.
- Preparation of Provisional and Projected Financial Statements.
- Analysis of various Ratios.

Taxation & other Laws

- Preparation & filing of Income Tax Returns, TDS returns, Service Tax returns and VAT returns.
- Involved in preparation and submission of various details on behalf of clients for representation before Income Tax Authority.
- Representing Assesses before Income Tax Authority during assessment proceedings.
- Preparation of Audit reports includes tax audit reports under Form 3CA/CB and 3CD
- Ensuring compliance with CARO
- Checking applicability of Accounting Standards, Companies Act and other laws

Technical Skills

- Handling of E-filing portals
- Having good working experience on MS-Office
- Familiar with Internet Operations
- Working Experience on Tally, ERP Software
- Having good working experience on Computax Software
- Having working experience on Finacle And Flexcube (SAP)

Personal Details

Date of Birth	:	23 rd November, 1994
Father's Name	:	Mr. Bharat Bhushan Bajaj
Marital Status	:	Single
Hobbies	:	Watching Movies, Listening Music, Playing Cricket & Badminton, Active on Social Media
Languages Known	:	Hindi , English & Punjabi
Strengths	:	Quick Learner, Determination, Positive attitude, Ready to face Challenges
Address	:	311, Lajpatpuri ,Jawahar Nagar, Meerut Cantt. Meerut 250001 (UP)

Declaration

I hereby declare the above mentioned details are true to the best of my knowledge and belief.

Place: Meerut

(CA. Sunny Bajaj)