



Career Objective:

To give more than what is expected and add value on all clients engagements.

Internship/Work Experience:

<u>Organization</u>	<u>Position</u>	<u>Period of Service</u>
Sachi Geosynthetics Private Limited	Deputy Manager	June 2017 To Till Now

During *above tenure*, I have the following Responsibilities:

- Execution of work assigned and collaboration with team members
- To Ensure Updating of Billing & certification issues from Head office of all the sites.
- To ensure timely completion of site work in the time bound manner.
- To prepare budgets and comparison with the available resources on weekly basis.
- To prepare financial forecast for timely tax planning.
- To ensure compliance with TDS payments, returns, ESI & PF returns on timely basis.
- To Guide team towards GST compliance and future planning of the amended law.
- To scrutinize books of account on regular basis.
- To Prepare Vendor Reconciliation.
- To Prepare MIS report on daily basis.
- To coordinate with auditor for audits and queries thereof.
- To prepare documentation for previous assessments of sale tax, income tax etc.
- To assign work responsibility to the team according to their ability and previous performance.

<u>Organization</u>	<u>Position</u>	<u>Period of Service</u>
Yudhvir Singh & Co.	Article Assistant(Trainee)	June 2014 To July 2016

During *above tenure*, I have the following Responsibilities:

- Scrutiny of Books of Accounts..
- Compliances related to TDS and TCS.
- Physical verification and Reconciliation of assets and stock
- Preparation of Monthly profit & Loss and Balance Sheet.
- Liasoning with Banks and Statutory Authorities for arranging data required.
- Conducting Audit of various companies and educational institution

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CA PARDEEP BBA, CA



<u>Organization</u>	<u>Position</u>	<u>Period of Service</u>
PankajDhingra& Co.	Article Assistant(Trainee)	July 2013 to June 2014

During **above tenure**, I had the opportunity to conduct Audit Assignments like Internal Audit, Tax Audit, Stock Audit and audit with key deliverables:

- Execution and collaboration with team members.
- Scrutiny of Books of Accounts, Finalization of Balance Sheet & Profit & Loss A/c.
- Preparation of Income Tax Returns.
- Preparation of stock audit report on weekly basis.

<u>Organization</u>	<u>Position</u>	<u>Period of Service</u>
DevendraDahiya& Co.(Chartered Accountants)	Accounts Executive	July 2011 To Jan 2013

During **above tenure**, I have the following Responsibilities:

- To Ensure Updating of accounts data on daily basis.
- Scrutiny of Books of Accounts..
- Compliances related to TDS and TCS.
- Physical verification and Reconciliation of assets and stock
- Preparation of Monthly profit & Loss and Balance Sheet.
- Liaisoning with Banks and Statutory Authorities for arranging data required.
- Conducting Audit of various companies and educational institution

Professional/Academic Qualifications:

<u>Degree</u>	<u>Board/University</u>	<u>Year of Qualifying</u>
CA	ICAI	2019
BBA	University of Rohtak	2013
12 th	HBSE	2008
10 th	HBSE	2006

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Computer Skills:

- 100 hours Information Technology Training from of ICAI.
- Well versed with Tally, MS-Word, MS- Excel, MS-Power point, Internet as a research tool.
- Knowledge of Accounting Software- ERP Tally.

Other Activities:

- Attended seminars on GST conducted by NIRC of ICAI.
- Attended General Management and Communication Skills Conducted by ICAI.
- Attended Orientation Programme conducted by ICAI.

Assignments:

During My Training Period, I had the opportunity to undertake audit assignments (statutory audits, tax audits and legal & secretarial compliances).

- **Date of Birth:** 16th June, 1991
- **Father's Name:** Sh. Satbir
- **Hobbies:** Reading Business News, Listening Music.
- **Languages** (Can read, write & speak) : English & Hindi

Dated:

Place: Rohtak(CA PARDEEP)