

Nandan Patel

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nandanpatel842@gmail.com

Objective

To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

To participate in organization growth and achieve its goal within the given timeframe.

Qualifications – Aspiring CA | MCOM | BCOM

Work Experience

1st March, 2019 to 28th February, 2022

Completed Articleship Training at HSMP & Associates LLP, Chartered Accountants.

1st June, 2022 to 31st July, 2022

Worked as an Professional Assistant at HSMP & Associates LLP, Chartered Accountants.

Work Exposure

- Carried Statutory Audits of Various Entities from Vouching/Verification till Finalisation of Accounts
- Preparation of Financial Statements in Schedule III Format Ensuring Compliance of Various Accounting Standards and Applicable Laws
- Prepared GST Returns/ Reconciliation of Sales and ITC with GST Returns
- Prepared & Filed Tax Audit Report/ ITR 1-7 / Other Income Tax Forms
- Prepared & Filed TDS/TCS Returns incl Form 26QB/QC and Lower Rate Certificate
- Involved in Direct Tax Matters like Filing of Rectification/ Submission of Grievance / Framing Letters for Submission to the Department

Computer Knowledge and Training

- Working Knowledge of Tally/Excel/Word
- Successfully Completed Certificate Course on Office Automation Organised by Maharashtra Business Training Board in the Month of August, 2016.
- Completed IT/OT Course organised by ICAI in July – Aug 18
- Completed Advance ITT & MCS Course organised by ICAI in the year 2021
- Exposed to Communication Skills, Personal Qualities, Interpersonal Skills, Teamwork Skills, and Problem Solving Skills along with learning of Values, Ethics & Morals required to being a good Professional and Human Being.

Academics

Sr No.	Particulars	University/Institute	Year	Marks Obtained	Percentage (%)
1	CA-Final (Pursuing)	Institute of Chartered Accountants of India			
2	MCOM II	Mumbai University (IDOL)	2021-22	352/400 First Class	88.00

3	MCOM I	Mumbai University (IDOL)	2020-21	332/400	83.00
4	B.com (3 rd Year)	Nagindas Khandwala College (Autonomous)	2019-20	Grade B	-
5	CA-Intermediate Group 2	Institute of Chartered Accountants of India	May,19	210/400	52.50
6	CA Intermediate Group I	Institute of Chartered Accountants of India	Nov, 2018	226/400	56.50
7	CA CPT	Institute of Chartered Accountants of India	June, 2017	121/200	60.50
8	Higher Secondary Certificate	Maharashtra State Board of Secondary and Higher Secondary education	Feb, 2017	504/650	77.54
9	Secondary School Certificate	Maharashtra State Board of Secondary and Higher Secondary education	March, 2015	423/500	84.60

Personal information

Date of birth: 19th August, 1999;

Languages Known: English, Gujarati and Hindi;

Mother tongue: Gujarati;

Hobbies: Reading Books, Travelling.

I declare that whatever stated above is true and correct to the best of my knowledge and belief.

Place: Mumbai

Nandan Patel