

ANUJKUMAR L VISHWAKARMA

Address- C-405, Orange Height Bldg.,
Yaswant Gaurav Complex, Nilmore RD,
Nalasopara (West)
Mumbai 401203.

Contact Details:
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Objective:

To achieve excellence in accounts, audit, Tax, finance and other commerce related field and provide service to the organization, at my best level through sheer dedication and hard work.

Work Experience:

CA DJS & Co. (Churchgate)

From 15 - May -2015 to 17 - Nov - 2016.

Designation: Audit Assistant.

Responsibilities:

Internal Audit

- MRVC (Railways), Alok Industry, Bank of Baroda

Stock Audit

- Girnar Tea Pvt Ltd, Hi tech Pvt Ltd, Modi Maruti Pvt Ltd.

Concurrent Audit

- City Bank, RBL Bank.

CA J.J. GANATRA & Co. (Borivali)

From 08 - Feb - 2017 to 28 - Feb - 2020.

Designation: Article Assistant.

Responsibilities:

- Handling the accounting of various clients & finalization of accounts.
- Prepared Reconciliation's Statements of Banks, Debtors, Creditors etc.
- GST registration of clients.
- ROC Matters.
- Filling the GST returns (GSTR-1,2,3B) for the clients.
- Preparation of computation of Income & Income Tax returns for various assessee.
- Visiting the department Such as Income Tax & GST Bhavan for pending refunds and other matters.

CA Kajal Kothari & Co. (Vile Parle).

From 08 - Dec - 2020 to 30 - Feb - 2021.

Designation : Assistant Accountant.

Responsibilities:

- Handling the accounting of various clients & finalization of accounts.
- Prepared Reconciliation's Statements of Banks, Debtors, Creditors etc.
- GST registration of clients.

- Filling the GST returns (GSTR-3B & 1) for the clients.

Computer Knowledge:

- Completed 100 hrs. of ITT & Orientation Training specified by ICAI
- Article Training Exam (B grade)
- Taxation & TDS software knowledge
- Utilities: MS Office, Tally. ERP 9

Educational Qualifications

Degree	Board/University	Year of Passing	Percentage
INTER	Institute of Chartered Accountants of India.	Appeared	-
M.COM	(IDOL) - Mumbai University.	July 2021	-
BCAF	(KES Shroff Commerce & Science College) (Mumbai University).	June-2015	61%
HSC	Delhi Board	April-2012	58.10%
SSC	Delhi Board	Mar-2010	59.40%

Personal Details:

Fathers Name : Laxmikant Vishwakarma
 Date of Birth : 11th Nov, 1992
 Marital Status : Single
 Language Known : English, Hindi, Marathi
 Interests : Listening to music, Surfing on Internet

Declaration:

I hereby declare that above mentioned information are true to the best of my knowledge.

ANUJKUMAR VISHWAKARMA

Date: _____

Place: Mumbai