

CURRICULUM VITAE

NAME : Sagar Dattatray Takke

ADDRESS: 005 Sanjay Park Building, Saibaba Nagar, Navghar Road, Bhayander (East) 401105

MOBILE NO: 9702298088

EMAIL: takkesagar92@gmail.com

OBJECTIVE: To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge.

EDUCATIONAL QUALIFICATION:

Professional details	Institution	Passing Year	Percentage
CA			
CA FINAL (Group 1)	ICAI	May-2017	53 %
CA Inter (Group 1-IPCC)	ICAI	Nov-2011	50 %
CA Inter (Group 2-IPCC)	ICAI	May-2013	50 %
CS			
CS Executive (Group 1)	ICSI	Jun-2015	58 %

Academic details	University	Passing Year	Percentage
B.Com	Mumbai	2012-13	73%
H.S.C	Mumbai	2009-10	71 %
S.S.C	Mumbai	2007-08	77 %

WORK EXPERIENCE

Organization: **T R Chadha & Co LLP , Mumbai. (1 Years)**
(Chartered Accountant)

Designation: Audit Executive

Organization: **Karnavat & Co, Mumbai. (1 Year & 11 Months)**
(Chartered Accountant)

Designation: Audit Executive

Organization: **V.J.Kulkarni & Associates, Mumbai. (3 Years & 11 Months)**
(Chartered Accountant)

Designation: Article Assistant/Audit Executive

NATURE OF ASSIGNMENT:

➤ **Corporate Audit (Statutory Audit)**

- Birla Group Holdings Private Ltd
- Creative Textile Mills Pvt Ltd
- Starflex Sealing India Pvt Ltd
- Associated Aluminium Industries. Pvt. Ltd
- K Uttamlal (Exports) Pvt Ltd
- Beacon Holidays Pvt Ltd

➤ **Corporate Audit (Internal Audit)**

- Tata Motors Finance Ltd
- Tata Motors Finance Solution Ltd
- Blue cross laboratories pvt ltd
- Indian Education Society (School/ colleges)

Key Responsibilities:

- Vouching of sale / revenue & purchase,
- Audit of Revenue Expenditure,
- Vouching of payroll expenses, Depreciation Schedule,
- Scrutiny of debtors & creditors ledgers.
- Review of Bank reconciliation statement.
- Asset Verification, Checking Fixed Assets Register, Preparation of Reports.
- Vouching of sale / revenue & purchase,
- Statutory compliances
- Ensuring internal compliance and compliance with regulatory norms.

➤ **Statutory Bank Audit:**

- Shamrao Vithal Co-Op Bank
- Greater Bombay Co-Op Bank
- State Transport Co-Op Bank
- New India Co-Op Bank

Key Responsibilities:

- Verification of Loans & Advances,
- Depreciation Schedule,
- Checking of fraud reporting,
- Review of Bank reconciliation statement.
- Examination of NPA Statements
- Asset Verification, Checking Fixed Assets Register, Preparation of Reports.
- Ensuring internal compliance and compliance with regulatory norms.

➤ Internal /Concurrent Bank Audit:

- ICICI Bank
- IDBI Bank
- NKGSB co-op Bank
- Vasai Vikas Sahakari Bank

Key Responsibilities:

- Quarterly verification of cash and examination of NPA Statements, Profit & Loss Account and Balance sheet and fixed asset.
- Audit of Advances.
- Verification stock statement and registers
- Finding Potential for cost savings and revenue leakage

• Direct Taxes

- Filing and rectification of Income tax returns of Individuals, Proprietary Concern, Partnership firms, HUFs and Private Limited Companies
- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
- Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings.
- Projecting tax liability and calculation of advance tax payable.
- Tax audits for Private Companies, individuals and firms
- Handling T.D.S. Workings up to return filing

• Indirect Taxes

- **Knowledge of GST regime Filling GST returns, GST registration**
- Registration for MVAT, Profession Tax and Service Tax
- Maintaining Sales and Purchase registers to determine VAT/Service Tax payable and VAT/Service Tax credit available.

- Filing of VAT/Service Tax returns.
- MVAT audits.
- **Accounts**
 - Maintaining Books of Accounts
 - Preparing and analyzing accounting records and financial statements reports.
 - Ensuring company law compliances through continuous updating and implementing
 - Preparation and review of various reconciliation statement e.g. BRS.

COMPUTER KNOWLEDGE:-

- Completed 100 hours of compulsory computer training specified by ICAI
- Taxation software Known: - Computax,
- Banking software known: -Omni, Finacle, Bancslink
- Operating System: Microsoft Windows 07 & XP
- Utilities: MS Office, Accounting Package – **SAP**, Tally 7.2, 9 & ERP.

STRENGTHS:

- Ability to carry on responsibility well.
- Result Driven
- Strive for Success and Growth
- Energetic, enthusiastic, positive, self-motivated.

PERSONAL DETAILS:

Date of Birth: 02-12-1992

Sex: Male

Father's Name: Dattatray Takke

Mother's Name: Deepali Takke

Marital Status: Single

Languages Known: English, Hindi, and Marathi.

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

PLACE: Mumbai

Mr. Sagar Takke