

Shakti Singh

A/009 Laxmi Niwas, Shiv Vallabh Cross Rd.,

Rawalpada Dahisar East Mumbai- 400068

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Career Summary

To achieve excellence in account, audit, tax, finance and other commerce related fields and provide services to the organization, at my best level through sheer dedication and hard work.

Professional Synopsis

EXAMINATION	BOARD/UNIVERSITY	INSTITUTION	%	YEAR OF PASSING
CA- IPCC	ICAI	ICAI	-	Appearing
CA- CPT	ICAI	ICAI	54%	DEC, 2012
B.COM	Mumbai University	St. Andrew's college of Arts Science & commerce	68.57%	2014-15
H.S.C	Maharashtra State Board	Sardar Vallabhbhai Patel Junior college of Science & Commerce	71.83%	2011-12
S.S.C	Maharashtra State Board	Poorna Pragna High School, Dahisar East	74.36%	2009-10

Employer: KAILAS SINARI & CO.

Position: Articleship **Period:** Mar, 2016 to Mar, 2019.

Bank Audits

Bank	Responsibilities
SVC Co-operative Bank LTD, Bandra	<ul style="list-style-type: none">❖ Whether loan sanctioned by appropriate authority or not after verifying all relevant document.❖ Whether Stock Statement received within time for CC/ Limit or not.❖ Verify whether KYC norms followed by the Bank, Locker Rent received on due date or not.❖ Loan Verification including NPA.❖ Verification of Interest on Loan and
SVC Co-operative Bank LTD, Worli	
Abhyudaya Co-operative Bank LTD, Malad East	
Abhyudaya Co-operative Bank LTD, Malad West	
Abhyudaya Co-operative Bank LTD, Kandivali	
Abhyudaya Co-operative Bank LTD, Jogeshwari	

The City Co-operative Bank Ltd, Dahisar West	<p>Advances whether Charged correctly or not.</p> <ul style="list-style-type: none"> ❖ Checking TDS Provision, checking whether insurance policy taken for cash. ❖ Other loan document verification including interest charged. ❖ Scrutiny of account Ledgers. ❖ Vouching and verification of different accounts and ledgers. ❖ Checking of CC limit. ❖ Checking of Backup plan. ❖ Verification of various account i.e. current and saving accounts. ❖ Verification of computation of Interest. ❖ Detection of Revenue leakage.
The City Co-operative Bank Ltd, Dahisar East	
The City Co-operative Bank Ltd, Mira Road	
The City Co-operative Bank Ltd, Girgaum	
Mumbai District Central Co-operative Bank Ltd, Dahisar	
Mumbai District Central Co-operative Bank Ltd, Goregaon	
Mumbai District Central Co-operative Bank Ltd, Fort	
Mumbai District Central Co-operative Bank Ltd, Madh Market	

Stock Audit

Bank	Responsibilities
Abhyudaya Co-operative Bank LTD, Malad West	<ul style="list-style-type: none"> ❖ Audit Report preparation. ❖ Check TOD facility. ❖ Verification of Business place and office with bank official. ❖ Verification of Stock and Debtors for limit allowed by bank. ❖ Verify books of account and lien marked assets. ❖ Safety Measures followed or not. ❖ Verification of financial Statements.
Abhyudaya Co-operative Bank LTD, Malad East	
Abhyudaya Co-operative Bank LTD, Borivali East	
NKGSB Co-operative Bank Ltd, Borivali West	
The City Co-operative Bank Ltd, Dahisar West	
The City Co-operative Bank Ltd, Thane	
The City Co-operative Bank Ltd, Fort	

Internal Audit

Client	Responsibilities
Kleentech Network Pvt Ltd	<ul style="list-style-type: none"> ❖ Checking Books of accounts and ledgers. ❖ Checking of TDS Payments and Receipt. ❖ Scrutiny of ledger balances and fixed assets newly purchased. ❖ Comparison of Audited report with Current year data. ❖ Income Tax and Tax Audit report. ❖ Society audit and preparation of audit report. ❖ VAT Assessment and Statutory Compliance. ❖ GST related return and Annual Return.
Intellectual Capital HR Consulting Pvt Ltd	
Amoeba Hospitality Private Limited	
Intellectual Capital Informatics LLP	
Finesse Finishes	
The City Co-operative Bank Ltd, Head Office	
Vedant Dyes Intermediates Pvt Ltd	
Silver Arch CHS Ltd	

I Pursued knowledge in accounting, Audit Report, Tax Audit, Society audit, Bank Audit and Stock audit report as well. I have knowledge in the field of GST related work (e.g. GSTR1, GSTR3B, Annual Return GSTR9 and GSTR9C).

IT Forte

1. Window 7, Window XP & Window 10
2. ERP Packages – Finacle, Omni 2 and Tally 9
3. Hands on experience of MS Office (Word, Excel, Power Point) and Internet
4. Completed compulsory Computer Training recommended by ICAI

Personal Dossier

Address: A/009, Laxmi Niwas Shiv Vallabh Cross Road,
Rawalpada Dahisar East, Mumbai- 400068.

Language Proficiency: Hindi, English & Marathi

Date of Birth: 12th April, 1995

Date:

Place: Mumbai

Signature

(Shakti Singh)