

CA SANJAY SINGH



CA, B.Com(Hons.)

+91-9868763793

10th nov.2008

To,
The Manager(HR)
Sharekhan securities ltd

Sub: For the post Chartered Accountant in your Company

Hello Sir,

Keeping in view the reputation of your esteemed organization , work-culture, future prospects and financial rewards, it has motivated me to apply for the above mention post.

During the tenure of article ship over a period of three years, I have conducted audit of good reputed organizations in the capacity of an individual/team member and team leader.

As well as I have done a lot of work of accounts in some past years.

Looking forward for further communication.

With best regards

Your sincerely

CA Sanjay Singh
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CAREER OBJECTIVE

To utilize the opportunities of working with a reputed and progressive organization where I can enhance my professional skill & Strength in conjunction with the firm's goal and objectives & face new challenges every day.

ACADEMIC/PROFESSIONAL RECORD

Qualification	University/Institution	Month/Year	Remarks
CA Final	ICAI	May 2008	Both group
CA P E II	ICAI	May 2005	First Attempt
CA P E I	ICAI	May 2003	First Attempt
B.Com(H)	Delhi University	2006	55%
Senior Secondary	C.B.S.E,Delhi	2002	82%
High School	C.B.S.E,Delhi	2000	76%

WORK EXPERIENCE

Jain,Mittal Chaudhary & Asso. (Delhi) and Gyan Parveen & Asso. (GZB) Key Exposure Areas	TOTAL EXPERIENCE - 3 YRS & 6 MONTHS (Completed 3 years Article training ended on 09-Sept.2008) Currently Working in the Audit & Accounts Division as an Audit & Accounts Assistant with GYAN PARVEEN & ASSO(Ghaziabad)..
	<u>Statutory Audits</u> Worked for Companies covering the following: ▪ Ahluwalia Contracts India Ltd. ▪ Ansal Mulitech India Ltd. ▪ Guru Construction India Ltd. <u>Tax Division</u> ▪ Tax Audit of various companies including > VNS Texnits Pvt. Ltd. >AAA Apparels Pvt. Ltd.

	<u>Accounts Division</u> ▪ Working in the Accounts division for the past 2 years ▪ Was monitoring the team in FRANKFINN head office for their proper accounting like:- ➤ Imprest Booking Of Their Centers ➤ Recording the Receipts of their centers & frenchisee ➤ Debtor reconcillation etc. ➤ Bank reconcillation etc. ➤ Royalty Calculation From Frenchisee ▪ Monitored the Accounting of BEETEL in their ERP like:- ➤ Reconcillation Of Bharti With Motorola etc ➤ Their accounting with other parties also ▪ Accounting work for VIJAYA KOHLI & SHIVANI CHERION (A reknown fasion designer in Mumbai. ▪ Accounting work for Silvia Apparels (ITC unit) in Noida ▪ Advising client's including companies for proper AS Disclosures & their Accounting, tax planning and tax issues <u>Internal Audit</u> Frankfinn Aviation Pvt. Ltd. Lead the team to conduct Internal Audit at various branches including:- Mumbai,Pune,Ahmedabad,Goa,Chennai,Banglore,Lukhnow,Kanpur,Noida, And A Lot of Centers And Frenchisee in Delhi Itself covering various aspects like:- ➤ Internal controls ➤ Accountng aspects with Head Office ➤ Royalty payment audit with Heada office in frenchisee
IT Proficiency	Done compulsory computer training from NIIT as per guidelines of ICAI >Good knowledge of MS office applications. >Proficient Knowledge of Tally 9 & Tally 7.2.(VAT & TDS enabled version). >Working knowledge of Accounting package & ERP(S.D.Net in Bharti) > Internet Etc.
INTEREST & STRENGTHS	

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Hobbies	• Playing Cricket • Travelling • Listening Music
Strengths	• Proficient communication skill to interact with top management. • Fast learner & sincere worker. • Analytical ability with attention. • Situational

EXTRACURRICULAR ACTIVITIES

	• Award winning performance during academic life. • Participative in Debates and sports activities. • Participated in All India NCC Integration Camp in 2000.
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PERSONAL DETAILS

Father	Sh.Bishan Pal Singh
Date of Birth:	10 th Aug, 1983
Sex:	Male.
Status:	Single
Mobility	Any place in India or Outside India Frequently
Languages:	English and Hindi
Contacts	+91-9868763793
Email ID	

Date-10th nov.2008

Signature

Place- **DELHI**

SANJAY SINGH