

# Sourabh Sharma

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## Chartered Accountant

### *PERMANENT ADDRESS:*

386, D-Defence Colony,  
Jajmau Kanpur-10  
Pincode 201010

### *CURRENT LOCATION:*

Flat No:-643,sector-5,Vaishali,  
Ghaziabad

### *Computer Skills:*

✓ Tally 7.2/8.1/ 9( ERP)

✓ MS- Office

✓ Internet working

✓ Worked on accounting  
software too.

### *Functional Area.*

Worked as Finance, Audit and  
Taxation head

### Objective

Seeking professional growth through challenging assignments where in I can put my learning to use and add optimum value to self as well as the organization.

### Professional Records

- ❖ Passed CA Final both group from The Institute of Chartered Accountant of India in year 2016.
- ❖ Completed 250 hrs computer training from CORVESTEC as per guideline of ICAI.

### Academic Credentials

- ❖ B.com.with second division (securing 59.05%) from C.S.J.M University Kanpur in year 2007.
- ❖ Senior Secondary (securing 67.00%) From Air Force School from CBSE Board in year 2004.
- ❖ High School (securing 60.00%) From St.Joseph Senior secondary School from CBSE Board in year 2002.

### Three years Practical Training

- ❖ Worked as Audit/ Accounts assistant with a Chartered Accountant firm M/S Gupta Raj Raghunath & Co as the Audit assistant during the period 2007 to 2011

### Experience

	<ul style="list-style-type: none"><li>❖ Presently working as Sr. Executive in Internal audit Department in super house group from May-2016 to till Date .</li><li>❖ internal audit of M.L.A group, statutory audit of DENA bank, concurrent audit of ALLAHABAD bank , internal &amp; statutory audit up electricity companies as well as taxation work of individual &amp; companies from the period Jan 2007 to March 2016</li></ul>
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<p><b>Personal Dossier</b></p> <p><i>Date of Birth:</i> 27 December 1986</p> <p><i>Gender:</i> Male</p> <p><i>Nationality:</i> Indian</p> <p><i>Father's Name:</i> Mr. Anil Kumar Sharma</p> <p><i>Marital Status:</i> Single</p> <p><i>Religion:</i> Hindu</p> <p><b>Linguistic:</b> Hindi, English</p> <p><b>HOBBIES:</b></p> <ul style="list-style-type: none"> <li>✓ Taking Interest in Personality Development.</li> <li>✓ Playing Cricket and badminton.</li> <li>✓ Reading Business News</li> <li>✓ Listening music</li> <li>✓ Watching News for Current affairs.</li> </ul>	<p><b>Areas of Interest</b></p> <ul style="list-style-type: none"> <li>❖ Finalization of Corporate and Non Corporate Accounts ( Annual accounts as per Revised schedule VI of Companies Act)</li> <li>❖ Preparation of Books of Accounts</li> <li>❖ All Tax matters of Companies relating to TDS, Service tax and VAT.</li> <li>❖ Statutory Audits,</li> <li>❖ Internal Audits</li> <li>❖ Tax Audits</li> <li>❖ Stock Audits</li> <li>❖ Cost Controlling</li> </ul> <p><b>Job Profile</b></p> <ul style="list-style-type: none"> <li>❖ Statutory Audit that compliance with relevant standards of auditing and statutory requirement.</li> <li>❖ Internal Audit that compliance with relevant standards of auditing and statutory requirement.</li> <li>❖ Reconciliation of Accounts, Bank statement and Stock statement.</li> <li>❖ Physical Verification of Assets.</li> </ul> <p><b>Job Objective</b></p> <ul style="list-style-type: none"> <li>❖ To expand the horizons of my professional field by continuous working in the related field.</li> <li>❖ To gain wider experience working with professional organization wherein I can implement my knowledge and experience.</li> <li>❖ To continuously motivate myself for better as road to improvement is never ending.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>❖ Able to multi-task.</li> <li>❖ Quick learner motivated and dedicated.</li> <li>❖ Honest, sincere and hard worker with a high level of Integrity.</li> <li>❖ Strong leadership skills and ability to build, develop and lead result oriented teams.</li> <li>❖ Good communication, presentation and interpersonal skills</li> </ul>
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