

# AMAN JAIN

## CHARTERED ACCOUNTANT

✉ jainaman793@gmail.com ☎ + 91-8860958761 | India 📍 Patel Nagar, Gurugram, Haryana-122002



### SKILLS & PROFICIENCY:

- ✓ Finalization and Analysis of Financial Statements
- ✓ Statutory Audit
- ✓ Income Tax Audit
- ✓ Filing of Income Tax Returns, GST Returns, TDS Returns & other forms.
- ✓ GST Audit
- ✓ Filing of Form 15CA-15CB for foreign remittances
- ✓ MIS Reporting
- ✓ Internal Audit
- ✓ ECB and Due Diligence Reporting
- ✓ Team Player & Adaptability
- ✓ Multitasking & Efficiency



### QUALIFICATIONS

- ❖ **Associate Member**  
Institute of Chartered Accountants of India (ICAI)
- ❖ **Pursuing MBA (Finance)**  
from NMIMS university
- ❖ **2014 Bachelor's in Commerce (B.Com)**  
Delhi University - Regular
- ❖ **2011 Class 12<sup>th</sup>**  
Shri S.N Sidheshwar Sr. Sec. Public School, Haryana.



### CAREER OBJECTIVE

A qualified Chartered Accountant with more than 2 years post qualification experience in a practicing chartered accountant firm and private limited is seeking a dynamic and challenging career with an organization of repute, that offers an opportunity to utilize the acquired knowledge and enhances the professional skills while contributing towards the overall success of the organization with high degree of sincerity and commitment.



### CAREER SKETCH

#### Fair Consulting India Private Limited (Fair Consulting Group Japanese Group)

##### Manager – Finance and Taxation

##### 05/2022 Till Present

- Finalization of books of accounts of Japanese Liaison offices in India
- Preparation of financial statements of wholly owned subsidiaries of Japanese companies in India
- Preparation of MIS reports
- Conducted Internal Audit and prepared Internal audit report of Tosei Engineering Private Limited
- Coordination with statutory auditors of our clients
- Filing of Form 15CA and 15CB for foreign remittances
- Filing of other forms on income tax portal.

#### R MAHAJAN & CO.

##### CHARTERED ACCOUNTANT

##### 06/2019 TO 08.05.2022

- Statutory Audit of Companies & banks
- Income Tax Audit of Companies, Partnership Firm, RWA's & Proprietorship etc.
- Filing of form 15CA & 15 CB for remittances to abroad.
- Filing of GST returns, Reconciliation statement & conducting GST Audit.
- Filing of Income Tax Returns of Individual, Proprietorship firm, Partnership firm & Companies.
- Filing of TDS Returns for companies, Individual & partnership firm.
- Preparation & Analysis of Financial Statements
- Finalization of books of account.

#### Other Key skills

- ✓ Leadership Qualities
- ✓ Team Management
- ✓ Productive and efficient
- ✓ Quick Learner

#### **S.S. SHARMA & ASSOCIATES, GURUGRAM**

##### **ARTICLE**

**07/2014 to 07/2017**

- Filing of Income Tax Returns of Individual, Proprietorship firm, Partnership firm & Companies.
- Various filing of forms with MCA like DIR-3, DIR-12, DIR-11, ADT-1, MGT-7 & AOC-4.
- Filing of TDS Returns for companies, Individual & partnership firm.
- Assisted in Companies Incorporation and documentations for obtaining DSC of various clients.
- Filing of Tax Audit Forms like 3CA, 3CB & 3CD.
- Accounting in Tally.



#### **CERTIFICATIONS**

- Completed 100 Hours of Advanced Integrated Course on Information Technology and Soft Skills conducted by ICAI.
- Completed General Management & Communication skills (GMCS-1 & GMCS-2) conducted by ICAI before CA Final Exam.
- GST Certification for attending 30 Hours of Intensive training on GST conducted by Spark Foundation.