

CURRICULUM VITAE

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Objective

To find a role in Accounting and Finance department of a Company that will enable me to acquire and develop the skills required for a career in finance & accounting.

Profile

An outgoing and articulate post graduate with work experience in Accounting, Finance, Banking, Taxation & Law.

Education and qualification

2020-2023	Bachelor of Legislative Law (LLB)	CCS University
2013-2016	Bachelor of Commerce (B.COM)	School of open learning, Delhi University
2014	CA - IPCC	The Institute of Chartered Accountant of India
2014	ITT & Orientation Programme	The Institute of Chartered Accountant of India
2013	CPT	The Institute of Chartered Accountant of India
2012	Higher Secondary	DAV Public School

Work Experience:

Period	Organization	Role
June 2012 – July 2014	Vijay Sports Equipments	Accounts Assistant <ul style="list-style-type: none">• General Accounting (Indian GAAP)
September 2014 – January 2015	Neha S Gupta & Co	Article Assistant <ul style="list-style-type: none">• General Accounting (Indian GAAP)• Internal Audit• Stock Audit and preparing MIS reports• Company Incorporation,• Company Annual Filing,

		<ul style="list-style-type: none"> • Society Registration and Amendments, • Income Tax return filing of Individuals, Firms and Companies, preparing net worth certificates.
January 2015 – September 2017	Mahindra Taneja & Associates	<p>Article Assistant</p> <ul style="list-style-type: none"> • DVAT Returns & Compliances • General Accounting of various SMEs (Indian GAAP) • Preparing Credit Monitoring Advice (CMA) reports • Preparing Due Diligence Reports of Non SMEs and SMEs on behalf of Bank of Baroda (Vijaya Bank) and State Bank of Bikaner and Jaipur • Doing Stock Audit on behalf of Bank of Baroda • Preparing Project Finance Reports • Submitting Quarterly Stock details of clients in concerned banks • Company Audit, Annual Filing, Company Incorporation, Income Tax Audit and Income Tax Return Filing of various persons as per Income Tax Act, Litigation work, Filing response of show cause notice and other legal requirements, departmental works.
December 2017 – April 2018	Varahi Limited	<p>Senior Accountant</p> <ul style="list-style-type: none"> • Projects Accounting & MIS Reports & tracking of new Projects • General Accounting (Indian GAAP) • GST Compliance and Monthly Returns • Accounts Receivables (AR) • Export Documentation and Liasoning with Banks • Monthly Reconciliations
June 2018 –	GNK TECHBLOOM	Senior Accountant

December 2019		<ul style="list-style-type: none"> • Projects Accounting & MIS Reports & tracking of new Projects • General Accounting (Indian GAAP) • GST Compliance and Monthly Returns • Accounts Receivables (AR) • Liasoning with Banks • Ecommerce Accounting & Compliances • Monthly Reconciliations • Production Management
July 2020 – October 2021	Hazen Legal Associates / Cyberimmersion Forensic Solutions Pvt Ltd	Accounts Manager & Admin. <ul style="list-style-type: none"> • Finalization of Accounts • Income Tax Returns & Notice U/s 143(2) • General Accounting (Indian GAAP) • GST Compliance and Monthly Returns , ASMT – 10, DRC -01 • Arbitration Awards (NSE, BSE, MCX, NIXI, ADNDRC) • Legal Research & Analysis of various topics (Electronic Evidence, Original Evidence Vs Secondary Evidence etc.) • Petition Drafting, Analyzing of FIR & Charge Sheet, Application U/s 207 CrPC • ROC Filing • MIS Reports
November 2021 till present	Pristine Mega Logistics Park Pvt Ltd	Senior Accountant <ul style="list-style-type: none"> • Finalization of Accounts & Trial Balance • Monthly, Quarterly & Annual Closing • Bank Reconciliation, Debtors Reconciliation & Ageing • Vendor Payments • MIS Reports • TDS Returns & Monthly Payment of TDS • GST Returns & GSTR 2B/2A Reconciliation • GST Notice such as ASMT -10 & GST Audit • Income Tax Assessment and

		Notice u/s 143(2) <ul style="list-style-type: none"> • Legal Drafting and Finance Facility Agreements and coordination with bank for facility arrangements.
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Personal Profile:

Name : Shubham

Father Name : Gulshan Kapoor

Date of Birth : 25-Nov-1994

Marital Status : Unmarried

Religion : Hindu

Nationality : Indian

Declaration:

I hereby declare that the above information is correct and true.

Place: Delhi

Date:

Signature: