**NAME**

Photo

Address

Phone No. xxxxxxxxxx

Email Id: ---------------------.com

**Career Objective:**

Investing the incorporated skills of exercising and executing view and decision making ability to achieve concrete returns and expanding skills as a financial professional within a progressive organisation, where expansion to new horizons the buzz word and which challenges it’s people, while enhancing learning and leadership abilities. I wish to reach the top most echelons of a professional Organisation, which offers ample opportunities for enhancing individual growth.

**Professional Qualification**

* Passed CA from the Institute of Chartered Accountants of India on May 2004 with 62%

**Academic Qualification**

* Passed B.Com with Accountancy (Hons) from ---- College under -----(state) University in 2002 with 70%
* Passed Secondary Examination from XYZ School in 1999 with 75%

**Organisational Experience**

* Worked as a Assistant Manager – Accounts with ------(company)Pvt. Ltd. 2004- 2009
* Presently working as a Accounts Manager – Accounts with -----(company) Pvt Ltd – 2009 – Present

**Key Responsibility Area**

* Finalisation of Accounts
* Monitoring Debtors
* Deal with various banks and Taxation
* Coordinating with Auditors
* Controlling and arrangement of Finance
* MIS Report

**Professional Experience**

* Worked as an Audit Manager with \_\_\_\_\_\_\_\_\_\_Co. Delhi – 2002-2003
* Completed three years of Article ship with S & S Associates – 2000-2002

**Area of Work**

* Auditing Statutory, Internal and Tax
* Preparation of Financial Statement in adherence to statutory requirement
* Casualties regarding company law matter and taxation
* Bank borrowing, Financing and other management consultancy service

**Computer Proficiency**

* MS Office
* Financial Package – Tally and SAP
* Internet

**Interest**

* Active participation in social activities
* Reading newspaper and business magazines
* Travelling and watching movies

**Personal Profiles**

* Father’s Name:
* Date of Birth:
* Marital Status:
* Nationality: Indian
* Languages: English, Hindi and -------------

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (**Signature)**