

NIKUNJ RUIA

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| SKILL SET | PROFILE SNAPSHOT |
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| Auditing | <ul style="list-style-type: none">Chartered Accountant professional with overall 3 years of experience and 1 year of post qualification experience..Experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements.Conducting Statutory Audit and Tax Audit of various clients which includes Planning and Finalization, Vouching and Verification and Reporting.Gain knowledge in Direct Taxation with includes Income Tax Computation and preparation and submissions for Assessment and Reassessment of Income TaxGained exposure in filing GST Returns, TDS Returns (Salary & Non-Salary) and Individual Tax Returns and exposure in ROC related submissions. |
| Accounts Management | |
| Return Planning | |
| Finance | |
| Accounting and Administration | |
| Taxation | |

| MORE ABOUT ME |
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| EDUCATION |
| Chartered Accountant with a cumulative percentage of 52.63 on Nov'18 |
| Bcom (H) - Graduated with a cumulative percentage of 59.50 on June'14 from The Bhawanipur Gujarati Education Society College, Calcutta University |
| ISC Class XII from ST. Helens School with a cumulative percentage of 87 |
| ICSE Class X from ST. Helens School with a cumulative percentage of 84 |
| SKILLS |
| <ul style="list-style-type: none">Good communication and presentation skillsDedicated and active inactionAttention to detailsAbility to work as a team member as well as individuallyAbility to adapt to changing circumstances. |
| COMPUTER PROFICIENCY |
| MS Office, Tally, Standard Software and Internet Applications |
| PERSONAL DETAILS |
| Father's Name : Shri Kanhaiya Lal Ruia |
| Date of Birth : 13th March, 1993 |
| Gender : Male |
| Interests : Watching Sports(Cricket, Football, Tennis) And keen interest in technology news and Gadgets |
| Hobbies : Listening Music, Watching Movies and Series, Travelling and Pencil Sketch. |
| Permanent Address : 106, Kiran Chandra Singha Road, Ganges Garden, Block-G.E.1, 2A, Howrah-711102, West Bengal. |

| EXPERIENCE |
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| Jul'19 to Current Ashika Group Designation: Corporate Manager <ul style="list-style-type: none">Preparation of Submissions for Scrutiny Assessment of Income Tax and complying with the notices issued by Income Tax Department.Preparation of Submissions for Reassessment of Income Tax and complying with the notices issued by Income Tax Department.Review and analyse the Income Tax liability, Deferred Tax and MAT.Liasioning with Internal, Statutory & Tax Auditor in respect of Audit work relating to Tax.Company Law Matters - Formation of Company, Filing of Various Forms of ROC Like Appointment of Directors, Closing of LLP, Change of Regd office of the Company etc. |
| Jun'18 to Jun'19 BL Agrawal & Associates <ul style="list-style-type: none">GST - Filing monthly GST returns, Reconciliation of Input Tax Credit, Timely Payment.Bank Audit – Conducted Bank Audit of Union Bank of India-Checking of Advances given by Bank, Filing of LFAR, Verification of Cash, Reporting as per various reporting standards and checking NPA norms.Filing of various ROC forms and recording entries in accounting packages.Statutory Audit - Planning and Finalization, Vouching & Verification, Reporting & Collecting Working Papers.Internal Audit - Physical Verification, Vouching and Verification, Fund Utilization and Interest Computation, Debtors\Creditors Scrutiny, Suggesting steps and checks to ensure proper accounting and process and Reporting.Income Tax Return- Filing of returns of Individuals, Partnership Firms, LLP, Companies and HUF. |
| Oct'12 to Oct'15 (Articleship) BL Agrawal & Associates <ul style="list-style-type: none">Statutory Audit - Planning and Finalization, Vouching & Verification, Reporting & Collecting Working Papers.Tax Audit - Verifying and Reporting as per the clauses of the IT Act reporting.Income Tax Return- Filing of returns of Individuals, Partnership Firms, LLP, Companies and HUF. |