

# Akash Rao

CMA Finalist

Ph : 8442817022

Email : [akashrao165@gmail.com](mailto:akashrao165@gmail.com)

## Career Objectives :

To pursue a dynamic and challenging career commensurate to my specialization with an organization of repute, which facilitates value addition to the organization as well as offers an opportunity to enhance professional skills while achieving a high level of satisfaction and recognition at work.

## Professional Qualifications :

Year	Course	Institution	Percentage (%) / Marks
2023	CMA FINALIST	ICMAI	PERSUING
DEC -2020	CMA-INTER (Group -1)	ICMAI	304/400,(76%)
DEC -2020	CMA-INTER (Group -2)	ICMAI	318/400 (79.5%)

## Academic Qualifications :

Year	Course	Institution	Percentage (%)
2018	B.Com (Hons)	Calcutta University	48 %
2014	Class XII	WBCHSE	60 %
2012	Class X	CBSE	86 %

## Senior Financial and Audit Executive :

LSI Financial Services : Agency For Specialized Monitoring (ASM)

(August 2021 to June 2023)

## Financial and Audit Executive :

Successfully undergone entire period of Internship with CA Damodar Saraf, Kolkata.

(May 2018- June 2021)

## Domain :

Experienced in Finance and Audit with a demonstrated history of working in the accounting industry.

Skilled in Direct Taxation, Auditing, Financial Accounting, Tally ERP, SAP and Microsoft Office.

Final Level focused in Accounting and Business/Management from The Institute of Cost Accountants of India.

## Work Experience :

### Statutory Audit

- Single handedly handled the end-to-end statutory and tax auditing assignments right till the finalization of the annual financial statements and

audit report of Private Limited Companies, Partnership Firms, Proprietary Concerns and Trust.

- Analysis of Draft Financial Statements including notes to accounts.
- Ensuring compliances of TDS, applicable accounting standards
- Inventory valuation as per Accounting Standard 2
- Depreciation as per Accounting Standard 6 and as per schedule II of Companies Act 2013
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance.

#### Tax Audit

- Preparation of Form 3CA, 3CB and 3CD reports.
- Compliance with TDS Provisions
- Compliance with various sections of Income Tax Act mentioned in Form 3CD.

#### Other Areas of Experience

- Responsible for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit.
- Preparation of Income computations of various assesses and filing of income tax returns.
- Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation, various logic tests, etc.
- Filing of documents and Returns with Registrar of Companies
- Sound Knowledge of Accounting and Auditing Standards as well as IND AS, GAAP.
- GST Audit under Goods and Service Tax Act, 2017.
- Training and motivating the new interns in the area of Auditing and Taxation and making the maximum use of their potential.
- Bank Audit : Central Bank of India

#### Achievements :

- Got appreciation from seniors and from clients during Article ship training
- Got 7 exemption in CMA INTER.

#### Computer Proficiency :

- Excellent knowledge of MS Excel, MS Word, MS Access, MS PowerPoint.
- Professional Level Exposure to Accounting Package viz. Tally ERP.
- Successfully completed following Trainings in accordance with the requirements of "The Institute of Cost and Management Accountants of India."

#### Personal Attributes :

- Highly motivated and continuous strive to attain goals.
- Possess Good Communication skills both verbal and written.
- Smart working and able to perform with minimum supervision.
- Highly flexible and adoptable to changing environment, by way of acquiring new skillsets.
- High level of creativity and its practical demonstration at all levels of work performance.

#### Personal Information :

<b>Date of Birth</b>	24/04/1996
<b>Permanent Address</b>	3 Watkins Lane Singh Bhawan Howrah Ac Market Howrah 711101
<b>Marital Status</b>	Single
<b>Languages Known</b>	English, Hindi, Bengali

Declaration : I hereby certify that the above information is true to my belief and knowledge.

Date : 04-08-2023

Place : Kolkata

(AKASH RAO)