

PAWAN KHETAN

CHARTERED ACCOUNTANT

Email: pawan06khetan@gmail.com

Contact No.: (M)8981778926

CAREER OBJECTIVE	To work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.		
PROFESSIONAL QUALIFICATION	CHARTERED ACCOUNTANCY COURSES FROM ICAI		
	FINAL(G-2)	Cleared in November 2020	54%
	FINAL(G-1)	Cleared in November 2019	53%
	IPCC (G-2)	Cleared in November 2015	53%
	IPCC (G-1)	Cleared in November 2014	51%
	CPT	Cleared in June 2013	68%
EDUCATIONAL QUALIFICATION	B.com (H)	in 2016 from CU	68%
	Class XII	in 2013 from ISC	95%
	Class X	in 2011 from ICSE	89%
COMPUTER PROFICIENCY	<div>➤ Conversant in MS Office & Windows.</div> <div>➤ Exposure to various Accounting Packages via, Tally, etc.</div> <div>➤ Familiar with Internet Operations.</div> <div>➤ Have done COMPUTER TRAINING COURSE conducted by ICAI.</div>		
PERSONAL DETAILS	<div>▪ Date of birth : 6th May,1995</div> <div>▪ Father’s name : MR.RAJENDRA PRASAD KHETAN</div> <div>▪ Language known : English and Hindi</div> <div>▪ Present address : 107, Girish Ghosh Road . Don Bosco Howrah -711204</div> <div>▪ College : GOENKA COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION</div>		
WORK EXPERIENCE	I worked as an article assistant in Shailendra shah& Co. for 3 years and 1 year as paid up assistant in Same firm and 8 Months as paid up in Ankit & Associates .I am familiar in following areas: <div>1. Statutory Audit of Private Companies.</div> <div>2. Preparing and Filling Tax Audit Forms & Income Tax Return of Clients .</div> <div>3. Preparing and filing of GST returns.</div> <div>4. Preparing and Filing of Various Forms with MCA .</div> <div>5. Preparing Memorandum of Appeals and Statement of Facts for filing GST Appeals and Income Tax Appeals</div>		
AWARDS & RECOGNITION	<div>1. Received certificate for brilliant performance in academics in Goenka College of Commerce & Business Administration.</div> <div>2. Secured Third Position in Limba Book of Quiz .</div> <div>3. Awarded for Securing highest marks in Selected subjects in Class 11 & 12.</div> <div>4. Received Certificate from Sanmarg for Securing 95+ marks in Hindi in ISC Board Exam .</div> <div>5. Served as School Captain for more than 4 Years and actively Participated in Proper Conduct of Various School Functions and Received an Appraisal Awards on various Occasions.</div>		

SKILLS	<ol style="list-style-type: none">1. Leadership Quality2. Communication Skills3. Quick Learner4. Team Management
PERSONAL ASSETS	<p>My strength may be marked with three words:-</p> <ul style="list-style-type: none">• Integrity• Innovation• Initiative <p>These are the three mantras with which I work.</p>