
RAVI KUMAR SRIVASTAV

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Summary

Highly-energetic and Hardworking Individual with an Education in Finance. Looking for a Job to Dedicate myself to the field as a keystone member which fits my personal Attributes including Dedication, Meeting Goals , Self Improvement and Follow through my abilities.

Objectives

To employ my knowledge and experience with the intention of securing a professional Career with opportunity for challenges and career advancement, while gaining knowledge of new Skills & Expertise.

Work experience

2014-2017

Article Assistant

Khurana & Co.,

➤ Accounting

- Prepared MIS reports
- Maintained Books of Accounts of Clients.
- Performed Accounting in Tally & ERP Software.
- Prepared Reconciliation Statement for Bank, Debtors & Creditors.
- Performed Monthly & Yearly Charts of different ratios of Account
- Prepared Financials for Proprietorship, Partnership, Private Companies, Co-operative Societies & Trust
- Assisted in Calculations of Statutory Dues like TDS, TCS, PF, ESI, PT, VAT-CST, Service Tax and Excise Duty.

➤ Taxation

- Computation of Tax Dues of Assessee
- Preparation and Filing of all type of Income Tax Returns.
- Handling Queries Related to Service Tax & Cenvat Compliances
- Preparation & Filing Periodic Returns with Revenue Departments for TDS, TCS, Service Tax and Excise Duty.
- Practical Exposure to Corporate Law Compliances in India and Preparation & Filing of Annual Reports, Certificates and Various Other forms with Registrar of the Companies.

➤ Auditing

- Handled Transfer Pricing Audit
- Handled Physical Stock Verification Audit
- Handled Revenue Leakage Audit & Bank Audits
- Handled Tax Audit, Statutory Audits & Internal Audit.
- Planning , Execution & Closing Of Statutory Audit
- Review of Audit Related work of Team Members & Finalizing.
- Vouching and Verification of Entries and Finalization of Accounts.
- Drafting of Audit Reports of Private Limited Companies Accordance with CARO Order.
- Finalized Tax Audit Report for the purpose of submitting tax return along with form3CA/3CB

2012-2013

Executive - Finance & Accounting
Anand Refrigeration.

- Reconciliation of Bank Statements.
- Timely clearance of invoices and bills.
- Maintained the Financial Records and Registers.
- Timely Maintenance of Accounts and Registers.
- Calculation of Salaries for the Administration and Staff Calculation.

Education

2013 – Present

Pursuing IPCC Level
The Institute of Chartered Accountant of India

2009 – 2012

Bachelor of Commerce
R.B.A.N.M'S First Grade College
Bangalore University with passing percentage of 61%

2007 – 2009

Pre – University Course.
Indiranagar Composite PU College
PU Board with Passing Percentage of 65%

2006 – 2007

Secondary School Leaving Certificate (SSLC)
Kairalee Nilayam High School
Karnataka Secondary Examination Board Passing Percentage of 58%

Training and Certification

- Completed Tally ERP 9.0 With 'A' Grade from IIJT Finance.
- Completed Computer Fundamental With 'A' Grade from IIJT Finance.
- Attended the 35 Hours of Orientation Programme at Bangalore Branch of ICAI.
- Attended the 15 days General Management & Communication Skills (GMCS) Course at Bangalore Branch of ICAI.
- Completed 100 Hours of the Information Technology Training Course at the Bangalore Branch of ICAI.

Achievements & Credentials

- Active Volunteer of Civil Defense, Bangalore.
- 'B' & 'C' Certificate Holder in National Cadet Corp (NCC).
- Awarded as Best Outgoing NCC Cadet at R.B.A.N.M'S First Grade College.
- Represented Karnataka & Goa in National Integration Camp (NIC) at Haridwar.
- Appreciated for Leadership Skills and Group Discussions at all the Training Programs Held at ICAI.

Declaration

I hereby acknowledge that all the details furnished above are true to the best of my knowledge.

Date:

Place: Bangalore

Ravi Kumar Srivastav
