



Nishant Arora  
(B.Com, M.Com, CA.)

To,  
The HR Manager / Recruiting Team

Sub: Application for appropriate opening in your esteemed organization

Dear Sir/Madam,

Keeping in view the reputation of your esteemed organization in terms of grooming young CA's, healthy work culture, bright future prospects and motivating financial rewards, I am motivated to apply for above mentioned post.

Passed my CA (Final) in 2015. During articleship and post articleship over a period of 4 year have conducted 21 **Audits, Finance, Accountancy, Taxation & Compliance**, as an individual, team member and leader across manufacturing, banking, construction and financial services.

Looking forward to have an opportunity of meeting you in personal for more detailed discussion.

With Regards  
Yours Sincerely  
Nishant Arora  
Mobile 09152229780, 07838858429

Encl: Copy of resume

Residential Address-B34, Shakarpur, Laxmi Nagar, New Delhi,110092  
Phone No-07838858429, 09152229780  
Email Id- CANishantArora@gmail.com



**Nishant Arora**  
(B.Com, M.Com, CA.)

**Career Objective:**

- Aiming at constant up-gradation, both professionally as well as personally, in my career, with emphasis on organization's success through my hard work.
- I want to work in a challenging environment and derive professional satisfaction there from.

**Career Profile:**

- Post articleship training in **SCK Chartered Accountants** from May 2015 to Sep 2015.
- Post articleship training in **A Jain Agarwal & Co.** From SEP 2014 to JAN 2015.
- Worked as an Article Assistant with **A Jain Agarwal & Co.** From AUG 2011 to AUG 2014.

**Main Assignments Handled:**

- **Parasnath Rerolling Mills Ltd:** (A Leading Steel Manufacturing Company)  
Handled Statutory Audit of the Company.
- **Omax Autos Ltd** (A Leading Auto parts making Company)  
Handled Purchase Audit of the Company.
- **DRV Drinks Pvt Ltd** (A Bisleri products Manufacturing Company)  
Handled Statutory Audit of the Company.
- **Allahabad Bank** (Meerut Branch) worked as Concurrent Auditor
- **Trident Institute of Management & Engineering college**  
Handled Statutory Audit of the College
- **Studio Modulor Furniture Solutions** (A manufacturing firm of Modulor Kitchen)  
Handled Statutory Audit of the firm
- **Sidhali Paper Pvt Ltd:** (A Leading Paper Manufacturing Company)  
Handled Statutory Audit of the Company.

**Work Exposure:**

- Finalization of Financial Statement ( Preparation of Auditor's Report including compliance of CARO, notes to accounts)
- Compliance with Accounting Standards and other norms( Review of source documents to ascertain compliance with Internal control procedures)
- Income Tax computation of employees of various Clients Corporate and assisted in providing consultancy to the companies to enable them to build a remuneration package, which can minimize the tax burden of employees within the provision of IT Act.
- Matters relating to Direct tax & Indirect tax such as Excise Duty, Service tax, TDS/TCS.
- Compliance with Company Law matters.
- Filling of Income Tax Returns (individuals, company, firm) and Service tax returns
- So many other works also done like Project Report, Accounting, Tax Planning.

**Educational Qualification:**

➤ **Professional /Academics:**

Degree	Name of institution	Year of Passing
CA. FINAL	Institute of Chartered Accountants of India	2015
M.Com	SD Degree College	2014
B. Com	SD Degree College	2012
12 <sup>th</sup>	GC Inter College	2009
10 <sup>th</sup>	SSK Higher Sec. School	2007

**Achievements:**

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➤ **Professional:**

Assignment	Name of the Client	Responsibility	Remarks
Statutory Audit	Parasnath Rerolling Mills Ltd	As a team leader	Save around Rs. 200000 of company in excise cenvat.
Purchase Audit	Omax Auto Ltd	As a team member	Save company from excess Raw Material consumption
Statutory Audit	Akriti Jewel Craftz Pvt Ltd	As a team leader	Save company from penalty under Company Act 2013

➤ **Academic:**

- In CA final got 70 marks in ISCA highest in district.
- Distinction in CA Inter Accounting.
- 1<sup>st</sup> position in Bachelor Degree & Master Degree and distinction in Security analysis and portfolio management, project Planning, Corporate legal framework.
- Got 1<sup>st</sup> position in 10<sup>th</sup> & 12<sup>th</sup> Exams and Distinction in Maths.
- Actively participated in various Quiz organized by various institutions viz. Lions Club, Akhil Bhartiya Vidyarthi Sangam.

**Training Programs Attended:**

- Completed **Orientation Programme** Training conducted by ICAI.
- Completed **Information Technology** Training conducted by ICAI.
- Completed **General Management Communication Skill** Training conducted by ICAI.

**Computer literacy:**

- Well versed with M.S.OFFICE like Word, Excel, Power point
- Working experience of SAP, Tally7.2, ERP, 9

**Communication Skills:**

- Can Read ,Write and Speak : Hindi, English
- Can Speak : Punjabi

**Mobility:**

- Ready to go anywhere in overseas.

**Family Background:**

- Father : Businessman
- Mother : Housewife
- Brother : Pursuing CA.

**Hobbies:**

- Reading Spiritual Books
- Playing games (Cricket, Badminton Etc)

**Personal Details:**

- Date of Birth : February 13, 1992
- Passport : Yes

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