**BHARAT KEDIA.ACA, ACS**



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| **Objective** |

To keep growing using adaptive and learning skills and to enhance myself as a professional committed to his work, while concurrently maximizing efficiency.

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| **Professional Qualification:** | | | | |
| **EXAMINATION** | **YEAR OF PASSING** | **BOARD/**  **UNIVERSITY** | **PERCENT**  **(%)** | **INSTITUTE/ COLLEGE** |
| **CHARTERED ACCOUNTANCY** | | | | |
| Final | Nov, 2008 |  | 50 | I.C.A.I |
| Intermediate | Nov, 2005 |  | 51 | I.C.A.I |
| Foundation | Nov, 2004 |  | 60 | I.C.A.I |
| **COMPANY SECRETARY** | | | | |
| Final | June,2008 |  | 52 | I.C.S.I |
| Intermediate | Dec, 2006 |  | 59 | I.C.S.I |
| **Academic Qualification** | | | | |
| B. Com (Honours) | 2006 | Calcutta University | 62.5 | ABC College |
| Higher Secondary | 2003 | W.B.C.H.S.E | 66 | ABC School |
| School Examination | 2001 | W.B.B.S.E | 73 | ABC School |

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| **Other Qualification** |

* Certification in Computer Training conducted by the Institute of Chartered Accountants of India.

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| **Work Experience** |

**ABC Limited.(From 26th June,2009 till date)**

**This company has a target of setting an Integrated Steel Plant. The Company is still in its project stage and is in the process of expansion. Presently it is engaged in the field of manufacturing coke and generating power.**

In this company the areas of my work were as follows.

1) I have to deal with a consortium of twelve bankers. The Company is having both the Term Loan & Working Capital Facility from the Consortium Bankers with State Bank of India as the leader. The areas of work comprises of preparing a monthly stock statement for calculation of drawing power, monthly interest calculation, dealing with the Bank Auditors, Chief Managers and Assistant General Managers, preparation of CMA data, quarterly submission of investment certificates duly signed by a Chartered Accountant.

2) Capitalization of Accounts.

2) Daily sales and purchase transaction.

3) Correspondence with debtors and creditors.

4) Matter involving tax such as Service Tax, Tax Deduction at Source, Customs.

5) Shipping Matters.

6) Matters involving bank and cash.

7) Finalization of Accounts.

8) Correspondence with Auditors.

9) Compliance with Company Law Matters including preparation of minutes and filing of forms and returns with Registrar of Companies.

**ABC (Pvt) Ltd (From 01st Of April,2009 to 25th of June,2009)**

**This is a Contractor Company and is engaged in operating some of the major plants of ABC Steel & ABC Ltd, ABC Steel etc.**

In this company the areas of my work were as follows.

1) Recording of receipts and payments.

2) Correspondence with debtors and creditors.

3) Matter involving tax such as Service Tax, Tax Deduction at Source.

4) Matters involving bank and cash.

5) Finalization of Accounts.

6) Correspondence with Auditors.

7) Compliance with Company Law Matters including preparation of minutes and filing of forms and returns with Registrar of Companies.

**Articleship:** ABC & Co (March, 2006 to September, 2007)

It is one of the oldest firms of Calcutta where I have garnered variety of knowledge. The firm has all the different kinds of audit, which a novice looks for an exposure.

**Audit Executive:** Under CA ABC.(September,2007 to March,2010)

During my work period I had gained wide exposure in auditing and had the chance to know about different type of Industries and have rendered services independently or in a team to some of the leading corporate bodies in India.

My job included the following:

* Preparation of system files of all clients including complete workflow.
* Preparation of Client specific check lists and audit programs
* Peer Review Compliance.

**A Snapshot of my Work:**

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| **Statutory & Tax Audit** |

* Sports Authority of India-It is the main sports promotion body supported by Government.
* ABC Mines Pvt Ltd-It is situated in ABC and one of the leading iron mines.
* ABC Securities Limited-It is engaged in stock exchange business.
* ABC Udyog Ltd –It is a construction company
* ABC Pvt Ltd-It is an investment company

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| **Internal Audit** |

Checking of Purchases, Sales, Stock, Debtors and Expenses etc

* ABC
* ABC Vegetable Oils Pvt Ltd

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| **Computer Proficiency** |

* Tally, Windows Application- MS Office (2000), Ms-Excel, Ms-Word.

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| **Extra-curricular Activities** |

* Yogasanas and Pyramids.
* Art & Craft.

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| **Personal Details** |

Father’s name: Shri. R K Kedia

Date of Birth: 19th July 1984

Contact Address: 180 M G Road.

Kolkata-700-001

Telephone No.: 91-XXXXXXXXXX/033-XXXXXXXX (R)

E- Mail ID: bharat@abc.com

Languages known: English, Hindi and Bengali

Other Interests: Cricket, Dramatics, Listening to music.

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| **Others:** |

* References will be provided if required.