

PROFESSIONAL OBJECTIVE

To enhance professional skills through continuous hard work, discipline and to be a successful and leading professional. An opportunity to serve as a part of a team of professionals delivering quality services to a variety of most reputed clients.

CORE COMPETENCIES

- Direct Tax
- Good academic performance
- ROC filings

ARTICLE ASSISTANT

CA Anuj Singhal & Co.

February/2018 - February/2021

- Learned filing tax returns
- Learned handling auditing, drafting Balance Sheet, Filing of TDS returns and maintenance of Books of Accounts.
- Led making Digital signatures through app.
- Other works include: Bank Reconciliation, Work Related to HSN, Physical verification.

KEY SKILLS AND ATTRIBUTES

- Dedicated Team Player and take leadership when necessary.
- Good Communication Skills
- Effective Management Skills
- Quickly absorb difficult instructions and analyze to deliver results.

BELIEF

Strive towards perfection and positively embrace new aspects in learning process.

PROFESSIONAL AND ACADEMIC CREDENTIALS

- Qualified Integrated Professional Competency Course (IPCC) Group II of ICAI in Nov, 2018.
- Qualified Integrated Professional Competency Course (IPCC) Group I of ICAI in November 2017(Scored 74 in Accounting and 60 in Financial management).
- Qualified Common Proficiency Test (CPT) of ICAI in June 2016 with a score of 130/200.
- Completed PGDBA specialization finance from Symbiosis centre for distance learning, Pune in 2021 (scoring maximum in financial management).
- Completed B.Com Hons from SOL Delhi Univeristy, Delhi in 2019. (First Division).
- Completed Class XII in 2016 from PMS, Dhampur (Scored 95 in Accounts and 95 in economics).
- Completed class X in 2014 from PMS , Dhampur (Scored 9.6 CGPA) .

COMPUTER PROFICIENCY

- Well versed with MS Office suite including Word, Excel and PowerPoint.
- Working knowledge of Accounting Packages such as Tally (ERP). -

ACHIEVEMENTS

- Awarded as Best presenter in Communication Skills held by school.
- Worked as a good freelancer in finance and accounts subjects (also with various theory subjects of mba), assisting students getting good track record marks.
- Worked as a management committee for various functions in School.
- Won various awards for participating and leading extra-curricular activities throughout my schooling.

PERSONAL DETAILS

Date of Birth:	08/01/1999
Father's Name:	Mr Pradeep Dua
Languages:	English, Hindi
Hobbies:	Reading, Listening Music
Address:	Mdda Colony dalanwala , Dehradun.