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| **ARUN SHAW**  Male, 29 | | | | | | | | |
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| **EDUCATION** | | | | | | | | |
| **Year** | **Degree/Professional Exam** | | | | **Institute/School** | | **% / CGPA** | |
| 2019 | **CA FINAL (GRP-1)** | | | | Institute of Chartered Accountants of India | | 52.25 | |
| 2016 | **CA IPCC** | | | | Institute of Chartered Accountants of India | | 52.71% | |
| 2013 | **B.com(Hons)** | | | | Umes Chandra College  University of Calcutta | | 48.44% | |
| 2011 | **CPT** | | | | Institute of Chartered Accountants of India | | 50.00% | |
| 2010 | XII- Higher Secondary | | | | Shree Jain Vidyalaya | | 79.00% | |
| 2008 | X- Secondary | | | | Lal Baba Vidyalaya | | 68.25% | |
|  | | | | | | | | |
| **WORK EXPERIENCE** | | | | | | | | |
| **Pricewaterhouse Coopers Pvt Ltd, Kolkata** | | **Audit Associate** | | | | | | **Dec’19- Mar’20** |
| **Roles and**  **Responsibilities** | | Performance of External Confirmations procedures for obtaining and evaluating audit evidence for various clients such as Athene Holdings Ltd, Alcatel Lucent, Young Men’s Christian Association and Crocker Partner LLC and soon. Conducting of Address Validation testing, preparation of mail-merge, send task, track on send task and performance of call back procedures. Performance of external audit. | | | | | |  |
| **Modern Alloy & Re Rolling Mill** | | **Accounts Executive** | | | | | | **Dec’16-May’19** |
| **Roles and Responsibilities** | * Preparation of BRS on monthly basis and day to day accounting transaction on Tally ERP9 software * Preparation of debtors statement on weekly basis and payment to creditors and official expenses * Preparation of Debtors Reconciliation Statement and Co-ordinate with debtors * Payment of Statutory dues and wages to labours within stipulated time | | | | | | | |
| **Articleship Training** | | | | | | | | |
| **M.C. Bhandari & Co.** | | | **Audit Assistant** | | | **April’14-Sept’16** | | |
| **Project** | * **Statutory Audit**- **LICI Burdwan Division** | | | | | | | |
| **Roles and Responsibilities** | * Adhering Internal Control Procedures to determine correct premium calculated and recorded * Claim expenses required to disclosed separately in schedule prescribed by IRDA * Scrutiny of ledgers and balances of agents having debit balances * Checking of Fixed Asset Register, Compliance of TDS and Service Tax Return, Finalization of Accounts, vouching and verification of BRS. | | | | | | | |
| **Project** | * **Internal Audit- Bharat Coking Coal Ltd, NTPC Farakka, BSNL SSA Bankura, WBSEDCL Kolkata.** | | | | | | | |
| **Roles and Responsibilities** | * Scrutiny of Trial Balance and compliance of provision related to TDS and Service Tax return. * Stock Verification, Ledger Scrutiny and checking of Indent for procurement of goods * Verification of Bank Reconciliation and Compliances related to cash payment & Payroll * Physical verification of cash as on Balance Sheet date and compliance with Cash Book. | | | | | | | |
| **Project** | * **Third Party Audit of Exempted PF Trust- B.K. Birla Group of Companies Provident Fund Institution, Eureka Forbes Limited Employees Provident Fund, Ashok Hall Girls High School and Allied Institutions E.P.F, Mitra SK Pvt Ltd Staff Provident Fund.** | | | | | | | |
| **Roles and Responsibilities** | * Verification of PF Challans and monthly return- **(Appendix-A)** * Scrutiny of Claim register to analyze the settlement of claims made within stipulated time * Proper investment in corpus as per norms and scrutiny of wage slip for proper deduction of pension and provident fund. Loan sanctioned to employees in accordance with PF Rules * Checking of cash inflow and outflow in trust bank account to observe the monthly investable fund at the end of the month. | | | | | | | |
| **URB & Associates** | | | | **Audit Assistant** | | **Aug’13-Mar’14** | | |
| **Project** | * **Stock Audit- Rupa & Company Ltd, Magma Fincorp Ltd, Texmaco Rail & Engineering Ltd and Intech Safety Pvt Ltd.** | | | | | | | |
| **Roles and Responsibilities** | * Checking of Sales Tax Return and Vat return and verification of stock statement of last 3 months. * Physical verification of Stock and verification of accounting software package used * Calculation of drawing power as per sanction letter to analyze the same within maximum permissible limit. Verify Insurance policy for coverage of stock and whether the banker’s clause included in the policy. | | | | | | | |
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| **COMPUTER SKILLS** | | | | | | | | |
| * Knowledge of Windows MS Word, MS Excel and Accounting Packages- Tally ERP9.0,SAP. * Preparation of filling ITR- forms of Individuals and Companies, GST registration and returns. * Preparation of document related to scrutiny of Income Tax and Service Tax * Knowledge of Internet and E-mail operations. * Financial Modelling from Edupristine * Equity Derivative Certification from NCFM. | | | | | | | | |