

## Resume



### CA. Vijender Bisht

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### CAREER OBJECTIVE

A Chartered Accountant having theoretical as well as practical experience in the field of Accounts, Finance, Taxation & Audit. I would like to join your esteemed organization & give my contribution in achieving best results and fulfilling company's objectives.

### ACADEMIC QUALIFICATION

Sr.no.	Exams	Month & Year	Board/University	Marks
1	CA	May, 2016	The Institute of Chartered Accountants of India	424/800 (53.00%)
2	B. Com	April, 2010	Punjab University	1198/1800 (66.55%)
3	12 <sup>th</sup>	March, 2007	Punjab School Education Board	376/500 (75.20%)
4	10 <sup>th</sup>	March, 2005	Punjab School Education Board	613/850 (72.12%)

### PRACTICAL EXPERIENCE

Organization, Period & Designation	Job Responsibilities
<b>Monte Carlo Fashions Limited</b>  Oct'17 to Present Manager	<b>1. Accounts</b> <ul style="list-style-type: none"><li>- Controlling accounts (in SAP Software) of all units through a team of 21 persons</li></ul> <b>2. Balance Sheet</b> <ul style="list-style-type: none"><li>- Preparation of Monthly, Quarterly &amp; Annual Balance Sheet</li><li>- Profit Analysis</li><li>- IND AS working</li><li>- Capitalisation</li><li>- Board Meeting Reports</li><li>- Internal Audit Finalisation</li><li>- Statutory Audit Finalisation</li><li>- Annual Report</li></ul> <b>3. Banking</b> <ul style="list-style-type: none"><li>- Annual renewal of existing Bank limits</li><li>- Explore new loan possibilities from other Banks</li><li>- Management of limit utilization within existing banks</li><li>- Funds generation through Commercial Papers (CP) &amp; Working Capital Loans (WCL)</li><li>- Fund management</li><li>- Handling non fund bank limits i.e. Letter of Credit (LC) &amp; Bank Guarantees (BG)</li><li>- Dealing with forex activities related to import LC</li><li>- Dealing with Banks on daily basis</li><li>- Handling daily Banking activities</li></ul> <b>4. Income Tax</b> <ul style="list-style-type: none"><li>- Income Tax Return</li><li>- Tax Audit Report</li><li>- Income Tax Assessment</li><li>- TDS Returns</li></ul>

	<b>5. GST Returns</b> - Verification of GST returns - Handling of GST related routine activities
<b>Vardhman Textiles Limited</b>  Nov'14 to Sep'17 Asst. Executive	<b>TYPES OF AUDIT:</b> - Unit Accounts - Commercial Department - Purchase Department - Store Department - Marketing Department - Human Resource Department - Security Department - Corporate Taxation - Export Department
<b>Pavan K. Gupta &amp; Co. (Chartered Accounts)</b>  Nov'11 to Oct'14 Article  Oct'08 to Oct'11 Audit Executive	-Concurrent & Statutory audit of Banks -Statutory audit & Internal audit of Companies -Balance sheet preparation & Filing of Income Tax returns, Sales tax returns, Excise & Service tax returns, TDS returns

#### PERSONAL DETAIL

Father's name: Mr. Jaswant Singh Bisht  
Date of Birth: 23.08.1989  
Marital status: Married  
Languages known: English, Hindi, Punjabi  
Hobbies: Listening music