

BIJAL J. KARVAT

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OBJECTIVE:

To work in an environment to attain a challenging position, which would allow me to show my skills and to come out with the most outstanding solutions that set a standard in the company.

PROFESSIONAL QUALIFICATIONS

Examinations	Month & Year of Completion	Institute	Marks
CA-Final Course	Attempt in Nov 2014	ICAI	Pursuing
CA – PCC	May 2011	ICAI	50%
CA – CPT	June 2008	ICAI	55 %

ACADEMIC QUALIFICATIONS

Examinations	Month & Year of Completion	Institute	Marks
TYBCom	March 2011	Mumbai University	First Class
SYBcom	March 2010	Narsee Monjee College of Commerce & Economics	Grade 2

FYBcom	March 2009	Narsee Monjee College of Commerce & Economics	Grade 2
H.S.C	February 2008	Maharashtra State Board	82.33 %
S.S.C	March 2006	Maharashtra State Board	84.26 %

WORK EXPERIENCE:

- Worked as an Articled Assistant since 3 years with Madhvi Vora & Associates, A Chartered Accountancy Firm from August 2008 to September 2011.
- Worked as an Industrial Training with SKS Ispat & Power Limited from October 2011 to January 2013.
- Worked at AOS Group from May 2013 to October 2014

Work Exposure During The Above Tenure

- Statutory Audit of Colorband Dyestuff Pvt. Ltd for the year 2009-2010
- Special Audit of a Heart Clinic for the year 2009-2010
- Statutory Audit of an eye clinic for the year 2009-2010
- Internal Audit of Reliance General Insurance Company Limited for the Quarter Sep 2010 to Nov 2010
- Operational Audit of Credit Analysis and Research Ltd (CARE)
- Internal Audit of Reliance General Insurance Company Limited for the Quarter March 2011 to May 2011
- Reasonable experience in ROC filing, filing of IT Returns .
- Considerable knowledge in TDS and Service tax.
- Bank Reconciliation Statements.
- TDS Reconciliations
- Inter-unit Reconciliations
- Party Ledger Reconciliations.
- EPCG License related work
- Scrutiny Assessment Handling
- Vat Returns
- Preparation of Financial Statements (Annual Report)
- Depreciation Handling
- 80IA Preparation
- Forex Calculation
- Incometax refund processing
- Data Handling and Management
- Relationship Management

- Transaction Management (Handled an office transaction for Idemitsu Lube India Pvt. Ltd.)

COMPUTER LITERACY

• Operating System	• DOS, Windows 9X / 2000 / XP
• Presentation	• MS PowerPoint
• Accounting Software	• SAP, ERP(Tally 9), Tally 7.2, TFAT, Tax Base
• Internet	• Well versed with net browsing and emails
• Others	• MS Office (well versed with MS excel)

STRENGTHS

- Quick Learner, Leadership Skills, Team Player, Interpersonal Skills.

PERSONAL DETAILS

- Date of Birth : 28th April, 1990
- Languages : English, Hindi ,Marathi & Gujarati
- Marital Status : Single
- Hobbies/Interest : Travelling (Enjoy visiting various places across India and internationally for work and as a tourist) ,Reading ,Gardening, Cooking and Interacting with people.