

# AJAY KUMAR TATA

Chartered Accountant

## SUMMARY

A Chartered Accountant with adequate experience in Statutory Audit, Internal Audit, Accounting, Preparation of Financial Statements, Taxation, GST & Ind AS.

## CONTACT

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## EXPERIENCE

**Assistant Manager**, 09/2024 – Present

**Hetero Healthcare Limited-** Hyderabad, India

- Managing and overseeing the daily operations of the accounting department.
- Monthly review of books of accounts & statutory reports
- Rich Command in the entire accounting & finance operations entailing preparation & maintenance of books of accounts
- Participated in preparing financial statements in compliance with Ind AS, ensuring accurate reporting and adherence to accounting standards.
- Engaged in preparing financial workings in compliance with IND AS 116, IND AS 36, IND AS 12, and other relevant accounting standards.
- Engaged in preparation of provisional and projected financial statements for sole proprietorship and partnership firms and companies.
- Handled asset management tasks.
- Engaged in preparation of Secretarial Notice, Director Reports and Minutes of meetings.

**Assistant Manager**, 08/2023 – 09/2024

**Alpha Marine -** Nellore, India

- Engaged in preparation of Financial Statement.
- Ensuring timely compliance with statutory dues and other regulators applicable (ESI, PF, PT, AMC Cess and GST)
- Timely Submission of Stock statements to bankers.
- Managing and overseeing the daily operations of the accounting department
- Engaged in accounting of EPC & EBD entries with respect to exports.
- Providing list of creditors to NBFCs daily, ensuring timely and accurate payment processing.
- Coordinating with bankers in fund related activities.

**Article Assistant**, 10/19 -09/2022

**M V Narayana Reddy & Co -** Hyderabad, India

- Conducted Statutory audit of Various companies engaged in Pharma & Manufacturing industries with turnover ranging from Rs.250 Lakhs to Rs.500 Crores
- Ensured compliance with the disclosure requirement of Schedule III and reporting under CARO,2016
- Drafted and Prepared Statutory Audit Reports.
- Conducted physical stock verification per the Companies Act, 2013, and applicable accounting standards.
- Prepared and filed Income tax returns and Tax Audit for various individuals, partnership firms and Companies.
- Engaged in preparation of monthly TDS workings and Quarterly TDS returns.

## SKILLS

- Accounting and Financial Reporting
- Taxation, Auditing and Assurance
- Working knowledge of MS Excel, MS Word, Tally ERP and SAP.
- Desire for consistent improvement. Hard Working and patient.
- Flexibility & Adaptability. Humble & open to learn new unknown areas.

## EDUCATION AND TRAINING

- CA Final, 05/2023  
ICAI - 54.75%
- CA Intermediate, 05/2019  
ICAI - 52.75%
- CA CPT, 06/2018  
ICAI -54.00%
- Intermediate, 03/2018 -95.70%  
(APR Junior College- Nagarjuna Sagar)
- SSC, 03/2016 -92.00%  
(Ravindra Bharathi – Nellore)

## Personal Information

- **Name** – Ajay Kumar Tata
- **DOB** – 29-06-2001
- **Languages-** Telugu, Hindi and English

## ACCOMPLISHMENTS

- Secured state 7th rank in first year of Intermediate.
- Secured state 102nd rank in APRJC entrance test in 2016.