

# CURRICULUM VITAE

Arun Jain

Chartered Accountant Senior Associate @Shell Energy India Private Limited

Email ID: [arunj8299@gmail.com](mailto:arunj8299@gmail.com) Mobile No: 9558168682 LinkedIn:

[linkedin.com/in/arun-jain-46338178](https://www.linkedin.com/in/arun-jain-46338178)

## SUMMARY

A dedicated professional and Chartered Accountant possessing extensive experience of over 5 years in managing overall finance function such as group reporting, accounting, auditing, tax audit, direct & indirect tax.

## CAREER OBJECTIVE

To associate myself with a proficient and progressive organization which would enable me to accomplish organizational as well as my individual goals through untiring efforts & proper initiative.

## CORE COMPETENCIES

- Financial Accounting & Administration
- Financial Reporting
- Budget VS Actual variance analysis
- Bank Reconciliation
- Accounts Payable & Receivable accounting
- Taxation
- Auditing (Internal and Statutory)
- Payroll Accounting

## WORK EXPOSURE

- ☐ At BDO India LLP working for client -Shell Energy India Private Limited as Senior Associate (from Jan 2020 to till present)

| Work exposure        | Description of work exposure  |
|----------------------|---|
| Month end activities | <p>Actively involved in month end activities as follows:</p> <ul style="list-style-type: none"><li>• <b>Assist</b> in preparation of <b>financial statement</b> as per <b>IND-AS</b>.</li><li>• Preparation of <b>bank reconciliation</b> statement on monthly basis in sun system to ensure detailing of outstanding receipts/ payment transactions in banks statement.</li><li>• Responsible for accounting treatment of <b>import &amp; domestic purchase</b>, custom duty in fuel management system (Account receivable module).</li><li>• Processed <b>payroll entries</b> &amp; employee pay adjustments.</li><li>• Preparation of <b>stock register</b> on monthly basis.</li><li>• Accounting <b>accruals</b> for administrative, group related services &amp; for taxation.</li><li>• Manage <b>derivative accounting</b>.</li><li>• Conduct monthly and quarterly reviews of <b>actual</b> group related transactions compared to <b>budget forecast</b>, prepared <b>variance</b> explanation for senior leadership.</li></ul> |

|   |   |
|---|---|
| Account receivable & payable accounting | <ul style="list-style-type: none"> <li>Recording of financial transactions of <b>Account Receivable (AR)</b> for different segments.</li> <li>Process &amp; verify the invoices for <b>Account Payable (AP)</b> in pacer with necessary supporting documents including purchase/work orders &amp; invoice approval in accordance with company policies &amp; procedures as well as to satisfy all audit requirements. Nature of transaction processing for AP invoices includes: <ul style="list-style-type: none"> <li>Maintenance service invoices.</li> <li>General &amp; group invoices-to include for cost in relation to travel, training, consultancy, CSR, project, catering, support services, telecommunication.</li> </ul> </li> </ul> |
| Taxation                                | <ul style="list-style-type: none"> <li>Finalisation of monthly <b>GSTR-1</b> data for filling return.</li> <li>Finalisation of monthly &amp; annual <b>vat return</b> data of multi state for filling of return.</li> </ul>   |
| Other activities                        | <ul style="list-style-type: none"> <li>Assist outside auditors at year-end to include preparing schedules, providing explanation for supporting materials &amp; procedures.</li> <li><b>Ledger scrutiny</b> of general ledger, purchase, services, employee advance on monthly basis.</li> <li>Involve in improvement for FMS module. (Account receivable module).</li> </ul>   |

☐ At QX Limited – as account assistant (From May 2019 to Oct 2019).

- Prepared financial statements for Private Limited companies, Partnership firms, LLPs and Proprietary concerns of UK as per UK GAAP, IFRS and Companies Act.
- Computed tax of individual as per UK Corporate Tax act.

☐ Article Assistant at CA Ratan Lal Garg & Associates, Sri Ganganagar (from March 2013 to March 2016).

| Work Area       | Details   |
|-----------------|---|
| Statutory Audit | <ul style="list-style-type: none"> <li>Preparation of Audit program of various clients based on client's profile</li> <li>Finalization of Accounts.</li> <li>Vouching of Purchase and sales &amp; Expenses.</li> <li>Verification of Statutory Compliance.</li> <li>Reviewed the stock taking function of CVG, Pune.</li> <li>Ledger Scrutiny and Balance Sheet Finalization.</li> <li>Performed the vouching of transactions based on sampling done for the audit of trust.</li> </ul> |
| Tax Audit       | <ul style="list-style-type: none"> <li>Vouching &amp; Verification.</li> <li>Preparation of 3CA, 3CB, 3CD Reports of various clients.</li> </ul>  |
| Tax Compliance  | <ul style="list-style-type: none"> <li>e-Filing of TDS returns</li> </ul>   |
| Internal Audit  | <ul style="list-style-type: none"> <li>Focus on major areas like manpower &amp; Inventory management, production process review, scrap disposal, RM purchase, Fixed Assets.</li> </ul>  |

**TECHNICAL SKILLS**

- Proficient in advanced MS - Office (Word, Excel, Power Point).
- Functional knowledge of Accounting and Taxation Packages (Tally 7.2, ERP9).
- Completed IND-AS Course Certified by ICAI.
- Functional knowledge of SAP.
- Successfully completed compulsory computer training as required by ICAI.
- Can easily adapt to any software or any computerized environment.

**PROFESSIONAL & ACADEMIC CREDENTIALS**

| Qualification        | Institution        | Level | Group | Percentage / Marks | Year |
|----------------------|--------------------|-------|-------|--------------------|------|
| Chartered Accountant | ICAI               | Final | I     | 57.75%             | 2017 |
|                      |                    |       | II    | 51.5%              | 2018 |
|                      |                    | IPCC  | I     | 56.5%              | 2012 |
|                      |                    |       | II    | 51.33%             | 2013 |
|                      |                    | CPT   |       | 55.55%             | 2011 |
| Bachelor of Commerce | M.G.S.U University | -     |       | 57%                | 2013 |
| HSC                  | S.H.C.S.           | -     |       | 76%                | 2010 |
| SSC                  | S.H.C.S.           | -     |       | 76%                | 2008 |

**PERSONAL DETAILS**

|                 |   |
|-----------------|---|
| Fathers Name    | Paras Jain  |
| Date of Birth   | 30 Nov 1992                                       |
| Languages Known | English, Hindi                                    |
| Nationality     | Indian  |
| Marital Status  | Married   |
| Hobbies         | Listening to music, playing cricket, Photography. |

**DECLARATION**

I Arun Jain hereby declare that all the information stated above is true to my knowledge.