

# **Format – Chronological Resume**

**Name of the candidate**

**Address of the candidate**

**Phone no**

**Email**

**CAREER OBJECTIVE**

**SUMMARY**

**EXPERIENCE**

**KEY WORK AREAS**

**PROFESSIONAL QUALIFICATION**

**ACADEMIC QUALIFICATION**

**SKILLS**

**PERSONAL DETAILS**

**REFERENCES**

**DECLARATION**

**DATE**

**PLACE**

**NAME**

**Q – DRAFT A RESUME FOR Aryan Rana , a resident of New Delhi ,a qualified CA with an experience of over 15 years in two organization. Aryan Rana wants to switch his jobs and is applying to one of big companies.**

**OR**

**You are Anil you came across the following advertisement for the post of CA in the employment news at ROCA. You consider yourself suitable and eligible for the post.**

**Write an application and prepare a CV.**

44 CD Road  
UC Block  
Pitampura  
New Delhi -110000  
Ph 91 – 44554455  
[aaryanrana0644@gmail.com](mailto:aaryanrana0644@gmail.com)

Date – 12/09/2021

The HR Manager  
BSR Corp LTD  
15 New Street  
Bangalore – 112255

Respected Sir/MADAM

Sub – Application for the post of Director – Audit and Assurance (or taxation )

This is with reference to your post on the firm website for the post of Director – Audit and Assurance in your renowned organization.

I have an experience of working in the Audit and assurance services of around 2 years. In this tenure I have handled several large sized and complex assignments. I possess expert working knowledge of accounting standard (Ind- AS, IFRS and US GAAP), Company Law matters and Auditing standards.

I believe given my extensive work experience and updated skill sets, I would be able to add value to renowned organization like yours. I look forward to the opportunity to present myself in person for an interview.

Thank you so much for your time and consideration.

Best Regards

Signature

Aaryan Rana

ENCLOSURES – Curriculum Vitae.

Aaryan Rana  
 UC Block ,Pitampura  
 New Delhi 110000  
 Ph 91 – 88996655  
[aaryanrana0606@gmail.com](mailto:aaryanrana0606@gmail.com)

### **CAREER OBJECTIVE**

Seeking an opportunity in an evolving and challenging environment which would put my skills to test and help me acquire new skills to add value to the organization as well as become an accomplished professional.

### **SUMMARY**

- CA with 2 years of experience in Audit and Assurance services.
- Experience in handling large listed companies and multi national companies.
- Expert knowledge of Accounting standards (Ind – AS, IFRS, US GAAP)
- Extensive knowledge of cooperate Law and compliance matter.
- Experience of managing teams.

### **EXPERIENCE**

**XYZ Corp LTD**                      2015 till date  
**Gurgoan**

**Designation**                      Senior manager Audit and accounting Advisory

**Key Work Areas**

- leading statutory audits and reviewed assignments
- GAAP conversion assignments
- SOX testing for US based clients
- Pitching for new clients.
- Client management

**ABC Company**                      **20060-02015**  
**New Delhi**

**Designation**                      **Manager - Accounting & Advisory Services**

**Key Work Areas**

- Accounting advisory to clients.
- Preparation of financial statements and analysis
- Compliance with direct and indirect taxation
- Advisory on Company Law Matter.

**PROFESSIONAL QUALIFICATION**

YEAR	COURSE	NAME OF INSTITUTION	MARKS	RANK
May 2006	CA Final	ICAI	620/800	AIR 26
Nov 2003	CA Intermediate	ICAI	630/800	AIR 42
Dec 2002	CA Foundation	ICAI	320/400	

**ACADEMIC QUALIFICATION**

YEAR	COURSE	NAME OF INSTITUTION	PERFORMANCE
2005	<b>B.COM</b> (Hons) Sem II	SRCC College , New Delhi	1st division
2002	Higher secondary	DAV Public School ,Pitampura	97.5%
2000	Secondary (ICSE)	DAV Public School ,Pitampura	95.6%

**SKILLS**

- Well versed with advanced features of MS Office.
- Certified in Forensic Audits and Fraud detection.
- Working knowledge of accounting softwares like SAR/ ORACLE

**PERSONAL DETAILS**

DATE OF BIRTH            14<sup>th</sup> May 198

Marital status            Single

Languages Known        Hindi/English

**REFERENCES**

Available on request

**DECLARATION**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

**DATE** – 12/09/2021

**PLACE** - New Delhi

Name – Aaryan Rana