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AMI JEMS
B.Com (H), ACA

OBJECTIVE

- ☞ To pursue a challenging & growth oriented career and enhance academic, professional skills to contribute in the value addition of the organization.

EXECUTIVE SUMMARY

- ☞ Work experience in Accounts, Auditing and Taxation.
- ☞ Proficient in handling accounts & finance activities encompassing preparation of Internal Audit reports, Income Tax Returns, DVAT Returns, Bank Reconciliation Statements etc.

EDUCATION

Professional

- ☞ Qualified CA Final in Nov 2011
- ☞ Qualified CA PCC in May 2010
- ☞ Qualified CA CPT in Nov 2007

Academic

- ☞ B.Com(H) from Delhi University, in 2011
- ☞ 12th from CBSE Board, Delhi in 2007
- ☞ 10th from CBSE Board, Delhi in 2005

ORGANISATIONAL EXPERIENCE

Dec'07 – June'2011 Assistant	Agarwal Sudeep & Co	Articled
July'11 – Till Date	Agarwal Sudeep & Co	Assistant CA

PROFESSIONAL ACHIEVEMENT

- ☞ Performed Internal Audit Functions of various Companies and Firms.
- ☞ Finalization of Balance Sheets as per Revised Schedule VI of the Companies Act, 1956.
- ☞ Drafting audit report as per the reporting requirements of the Companies Audit Report Order, 2003 (CARO)
- ☞ Ensure compliances of Accounting Standards, Auditing and Assurance Standards and other Compliances.
- ☞ Conducting Tax Audit and preparation of reports of Individuals, Firms and Companies as per Income Tax Act, 1961.
- ☞ Filing of Income Tax, ROC, Service Tax & Sales Tax returns.
- ☞ Handled Income Tax Scrutiny Cases and Compliance with various Enquiries, Notices & Orders issued by Revenue Authorities.
- ☞ Preparation of Provisional/Projected Financial Statements.
- ☞ Conducted Physical Verification Stock and Preparation of stock Audit Reports of
 - ☐ Singla Jewelers Private Limited;
 - ☐ Ramaria Associates Private Limited;
 - ☐ Mercury rubber Mills;
 - ☐ Taurus Packaging Private Limited;
 - ☐ S.T. Impex private Limited;

SKILLS AND COMPETENCES

- ☞ Undergone comprehensive IT training conducted by the ICAI.
- ☞ Undergone comprehensive Management training conducted by the ICAI.
- ☞ Conversant in MS Office and other computer applications.
- ☞ Preparation of MIS Reports.
- ☞ Capable of working under pressure.
- ☞ Enthusiastic to learn.

AWARDS AND CERTIFICATION

- ☞ Best Student Award in 2006 for Highest Marks in Mathematics in C.B.S.E
- ☞ Participated in Civil Defense Awareness & Training Program.
- ☞ Participated in Various Drawing Competitions in Conducted in School.

PERSONAL DETAILS

Name	:	Ms. Ami Jems
Date of Birth	:	14 June 1990
Marital Status	:	Unmarried
Father's Name	:	Petar Jems
Languages Proficiency	:	English – Read, Write & Speak
		Hindi – Read, Write & Speak
Hobbies	:	Cricket, Listening music

DECLARATION

I hereby certify that the above information is true to my belief and knowledge.

Dated:

Place: New Delhi

(CA. AMI JEMS)