**CURRICULUM VITAE**

**RAHUL BAJAJ**

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**CAREER OBJECTIVE:**

To work sincerely and honestly in an organization that provides a competitive environment for my development and as a professional utilizes all opportunities and my abilities to add up the company’s profit as well as to my curriculum.

**WORK EXPERIENCE:**

* Currently working with National Neonatology Forum of India (NNFI) registered as society under Society Registration Act, 1860 as an Accounts Officer from Nov, 2012 onwards.

1. **UNICEF**
2. **Lochan & Co. (2013)**

Auditing of Accounting/Financial Records of NNF under the Project with as per PCA between UNICEF & NNF and as per Accounting procedure followed by the Societies and NGO’s

1. **KPMG (2009)**

Maintaining Records and done the whole Accounting process as per Objections pointed in the KPMG Report in the Year 2009 and Spot Check Report 2012 & 2014

1. **NRHM, Haryana Department**

Done Auditing by NRHM in Panchkula, Haryana with required documents and Utillisation Certificate’s for checking records maintained by NNF with the Accounting Methods and Procedures followed by the Societies (2013 & 2014)

* 6 Months at M A R S & Associates (Chartered Accountants) (Formerly known Manoj-Ambuj & Associates), Partnership firm as Accountant and Secretarial Executive from May, 2012 to October, 2012
* 1 Year at Ajay Baroota & Associates, Proprietorship firm as Trainee From May, 2011 to April, 2012
* 7 Months at Amit Kumar, Company Secretaries, Proprietorship firm as Trainee From September, 2010 to April, 2011

**JOB PROFILE:**

* Incorporation of Companies and Limited Liability Partnership (LLP)
* Conversion of Company (Private to Public and Public to Private)
* Prepare a Compliance Certificate under section- 383A of the Companies Act, 1956
* Handle the Company Law Board (CLB) Matters
* EES (Easy Exit Scheme), 2011 & CLSS (Company Law Settlement Scheme), 2010
* Getting the Authorised Share Capital of the Company increased, Allotment of Shares & Issue of Share Certificates
* Drafting of Notice of Board, General Meetings, Resolutions and Minutes of the Meetings
* Maintaining Secretarial Records/Financial Records and Share Transfers process
* Creation and Registration of Charges, Search Reports for Banks
* Filling and Filing of Forms (including new E-Forms) under Companies Act, 1956 and Companies Act, 2013
* Conducting Secretarial Audits and Tax Audits of various Companies
* Filing of Application for Registration of Trade Marks under Trade Marks Act, 1999
* Preparation of Balance Sheets for Companies, Societies/Associations/Trust, Firms and LLP
* Register Firms, Societies/Associations/Trust, Import Export Code (IEC) and Copy Right work under Copy Right Act, 1957
* Service Tax Registration and Maintenance of Records
* Drafting of International Contract for Assignment of Copy Right, Profit Sharing, Dealership Contracts, etc.
* Handling of Accounting Records for Conferences (NEOCON 2012 & PEDICON 2015) of Societies (NNFI & IAP, Delhi etc.) registered under Society Registration Act, 1860
* Filling of Income Tax Returns and Computation of Incomes of Individuals and Companies
* Filing of TDS Returns and Service Tax Returns of Companies, Firms and Societies
* Deducting and Depositing a TDS and Service Tax to Income Tax Department and Service Tax Department
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Preparation and maintaining of Accounting Records of NNF, Project Accounts/Utilization Certificates of Haryana Government and UNICEF (Central UNICEF and State UNICEF Branches)
* Preparations of Cash Book/Advance Register/Bank Reconciliations/Fixed Assets Register/Stock Register/Cheque Issue Register, etc.
* Handle Monthly General Accounts for 4 Projects (NNF Main, Bihar UNICEF / Chhattisgarh UNICEF, NHM, Haryana and Central UNICEF

**ACADEMIC QUALIFICATIONS:**

* Appearing in C.S Professional Programme (One Module) from Institute of Company Secretaries of India (ICSI) in June, 2015
* Post-Graduate in MBA (Finance) from Sikkim Manipal University (SMU) in 2014
* Passed in C.S Professional Programme (First Module) from Institute of Company Secretaries of India (ICSI) in June, 2014
* Passed in C.S Executive Programme (Both Modules) from Institute of Company Secretaries of India (ICSI) in December, 2009 & June, 2010
* Graduate in B.COM (P) from Moti Lal Nehru College, Delhi University in 2010
* NCFM (Capital Market Dealers Module) from National Stock Exchange (NSE) passed in 2010
* Understanding Information Technology in the Corporate Environment Certificate from NIIT in 2009
* Higher Senior Secondary from Sarvodaya Vidhalaya, Sharda Niketan, Pitampura, Delhi-110034 in 2007
* Senior Secondary from Sarvodaya Vidhalaya, Sharda Niketan, Pitampura, Delhi-110034 in 2005

**TECHNICAL SKILLS:**

* Tally 7, 9 & ERP. 9
* Busy Software
* Spectrum Software, XBRL Software
* MS Office Package (Ms word, Excel, Power Point, etc.)

**STRENGTHS:**

* Flexibility i.e. I can mould myself according to the situation
* Energetic, Enthusiastic, Confident & Positive Attitude
* Active Listener & Good Communication Skills

**HOBBIES:**

* Listening Songs, Networking
* Playing Cricket

**PERSONAL PROFILE:**

Father’s Name : Sh. Anil Bajaj

Date of Birth : 29-10-1989

Marital Status : Unmarried

Gender : Male

Nationality : Indian

Languages Known : English, Hindi & Punjabi

Date :

### Place : New Delhi (Rahul Bajaj)