**RESUME**

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 **NANDU C MOHAN**

 **Phone No : 9995979070**

 **MAIL ID : nanduncm1@gmail.com**

 **CAREER OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**TECHNICAL SKILLS**

* Good command on XBRL Reporting Language
* GST Enrolment and Knowledge in GST act
* Can work efficiently in all version of tally.

(Including ERP9)

* Good Command on Microsoft Office Tools

(Worked on Ms Office-2013 & 2016).

* One month Information technology training in ICAI institute.

**WORKING KNOWLEDGE**

* Preparation and Filing of Annual Returns Form with ROC
* Registration of Trademarks
* Drafting of Minutes , Meeting Resolutions , Partnership Deeds , Incorporation Documents , Debenture issue resolutions , all other Board resolutions
* Secretarial Audit , Internal audit and Company audit
* Depository Participant Audit and tax audit
* Preparation and Maintenance of Statutory and other registers
* Company Incorporation
* XBRL Filing of annual returns
* Private Placement of Shares
* Debenture issue
* Preparing checklists for various acts & rules which are the core of the Statutory Compliance Monitoring.
* Preparing Statutory Compliance Review.
* Drafting of Annual report and Board Report.
* Digital Signature Enrolment.
* Solving Problems with Digital Signature.
* Preparing Financial Projection .
* Knowledge oof

 -ROC

 -GST

* Preparation of income tax computation tax returns and indirect tax works

ACADEMY QUILIFICATIONS

 **Scheduled to appear for Module II of the CS Executive Programme In June 2018.**

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| --- | --- | --- | --- | --- |
| **EXAMINATION** | **YEAR** | **INSTITUTE** | **MODULE** | **STATUS** |
| Company Secretary Executive Programme Examination | December 2016 | ICSI | I | Passed |
| Common Profficiency Test  | December  | 2013 | Both | Passed |

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| --- | --- | --- | --- |
| **EXAMINATION** | **YEAR** | **UNIVERSITY** | **MARKS** |
| SSLC | 2010 | Kerala Board | 85% |
| HSC | 2012 | Kerala Board | 88% |
| Bachelor of Commerce | 2015-2018 | Madras University | 84% |
| Pursuing CA - Intermediate | 2016- | ICAI | Scheduled to appear in june – 2018 |

EXPERIENCE

 - GopiMohan Satheeshan Associates Practicing Company Secretaries

- Self Employed – specialised in the area Taxation and accountancy

EXTRA QUALITIES

-Practical knowledge of Banking & Insurance.(like Internet Banking)

-Good Command over Computer Languages

 - Working knowledge of internet & email. And Programing Languages (VB and C++ )

-Knowledge In Accountancy

- Knowledge in Indirect and Direct Tax

- Good Command Over Tally and Peach Tree

INTERPERSONAL SKILLS

 -Attend OP (Oreintation Programme) conducted by ICAI institute .

 -Good command over analysis.

 -Good calculation tactics.

 -Never give up attitude.

 -Always do smart work.

INTEREST & HOBBIES

- Updated with current affairs

- Internet surfing.

- Use latest applications.

- Playing Cricket (Participated in District Level Matches)

PERSONAL DETAILS

* Father’s name Chandra Mohanan Nair V P
* Mother’s name Usha Devi P
* Address Aswini Bhavanam , Pazhambalacode P.O , Palakkad,

 Kerala - 678544

* Nationality Indian
* Language known English, Malayalam And Tamil
* Date of birth 26/05/1995

DECLARATION

 I am Nandu C Mohan, hereby state that the information provided above is true to the best of my knowledge & belief.

 **Nandu C Mohan**