

To,
The Manager
HR Department

Dear Sir/ Madam

Sub: Appropriate career opportunity in your Organization

I am currently seeking an appointment and writing to enquire whether someone with my background, experience and qualifications can be of interest to you. I enclose my CV for your perusal.

I am absolutely sure that there would be extremely challenging and growth oriented career opportunities existing in your organization. All this positively inspires me to explore an appropriate joining with your good self.

I would be grateful to meet you and discuss the skills that I can bring to the role and how I could play a part in the continued success of your business.

I am a conscientious person who works hard and pays attention to details. I am flexible, quick to pick up new skills and eager to learn from others. I am keen to work for a company with a great reputation and high profile like yours.

Looking forward to hearing from you soon.

Thanking you

Yours sincerely
Anamika Agarwal

Encl: Curriculum Vitae

RESUME

Anamika Agarwal

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Balitikuri Bazar
Howrah - 711113
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anamika.agarwal15091994@gmail.com

CAREER OBJECTIVE

To be a successful Corporate Personnel by performing my role and responsibilities with full effort, efficiency, creativity & give my best to accomplish the given task.

HIGHLIGHTS

- Qualified Group I of CA IPCC in November 2015
- Passed CFA level I exam in December 2016
- Qualified Group II of CA IPCC in November 2017
- Passed CFA level II exam in June 2019
- Experience in different areas during article ship training of audits of corporate, school, exposure for taxation matters in domestic taxation, tax audit, GST, etc.
- Working knowledge of MS Office, Tally ERP etc.
- Experience of teaching Commerce Students of Schools, College and professional courses.

EDUCATIONAL QUALIFICATION

Year	Course/ Level	Name of Institution	Board/ Institution	% of Marks/ CGPA
2010	SSC	Kendriya Vidyalaya Santragachi	CBSE	8.8
2012	HSC	Kendriya Vidyalaya Santragachi	CBSE	76.80%
2012	CPT	Institute of Chartered Accountants of India	ICAI	52%
2015	B.Com(H)	Bijoy Krishna Girls College	Calcutta University	64.33%
2015	CA IPCC (Group I)	Institute of Chartered Accountants of India	ICAI	50.25%
2016	CFA (Level I)	Chartered Financial Analyst Institute	CFA, USA	-
2017	CA IPCC (Group II)	Institute of Chartered Accountants of India	ICAI	51.67%
2019	CFA (Level II)	Chartered Financial Analyst Institute	CFA, USA	-

CORE COMPETENCIES

Auditing & Assurance

Performing analytical review of financial statements and evaluating internal control systems,

Preparing audit reports and making recommendations in order to ensure that accounts are prepared and maintained in accordance with statutory obligations,

Consolidation of financial statements as per the regulations of Indian GAAP and the newly stated Ind-AS and IFRS.

Taxation

Conducting Tax Audit and Preparing report and others documents relating to same.

Capital Market

Knowledge of equity, derivatives, options, currency.

Analysis of financial data and financial products.

Knowledge of fixed income, Credit analysis, basic bond portfolio.

WORKICS

Articleship at R.K.Jena and Associates

1st December 2017 to 30th November 2020

Research Analyst at East India Securities Limited

1st January 2022 till present

PERSONAL DETAILS

Name : Anamika Agarwal

Date of Birth : 15 September, 1994

Languages : Hindi, English, and Bengali

Nationality : Indian

Marital Status : Single