

CURRICULUM VITAE

PERSONAL DETAILS:

Name in Full : SALEEM CHAUHAN
Father's Name : Mr. SHUKAR DEEN
Mother's Name : Mrs. ILMO BIBI
Date of Birth : 17th October, 1991.
Place of Birth : Himachal Pradesh.
Gender : Male
Marital Status : Married
Languages known : English, Hindi, Punjabi.
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CAREER OBJECTIVE:

To establish an outstanding career in the field of teaching by utilizing the skills acquired during my past working & by constantly learning from new experiences.

ACADEMIC QUALIFICATIONS:

1. **Qualified National Eligibility Test for Assistant Professor (UGC-NET) in Commerce.**
 - UGC Ref. No -- 22208/ (ST) (NET-JUNE 2015). Electronific Certificate No-151022208.
 - UGC Ref. No -- 8142/ (ST) (NET-JAN 2017). Electronific Certificate No – 172008142.
2. **Master's of Commerce**
Indira Gandhi National University, New Delhi. Passed with first division in 2016.
3. **Under-graduation.**
B.com(h), Hindu College, University of Delhi. Passed with first division in 2013.
4. **Senior School Certificate Examination(XII).**
Stream–Commerce. C.B.S.E Board-Delhi, Passed with first division in 2010.

PROFESSIONAL QUALIFICATION:

1. Chartered Accountant at intermediate level(IPCC) from ICAI.
2. Completed 100 hours Computer Training Course by passing the Test to the satisfaction of the Board of Studies, ICAI, in accordance with the requirement of Regulation 45 of the Chartered Accountants Regulations, 1988.
3. Attended 35 Hours Orientation Programme organised by Northern Regional Office of the ICAI in accordance with the requirements of Regulation 37C of the Chartered Accountant Regulations, 1988.
4. Completed certificate Course on English Language Proficiency (Basic Level) from Central Institute of Education, University of Delhi.

TEACHING EXPERIENCE:

1. Started teaching in Hans Raj College, University of Delhi as Assistant Prof. in Department of Commerce From 18th August 2017 to Till date.
2. Taught Financial Accounting for B.com(Prog.) in Dyal Singh College (SOL) for one Semester in 2018.

SUBJECTS TAUGHT:

1. Economic Regulation of Domestic and Foreign Exchange of Markets (GE).
2. Human Resource and Management (CORE).
3. Investing in Stock Market(GE).
4. E- Filing of Returns.(SEC)
5. Business Statistics(GE).
6. Business Statistics Practical (CORE).
7. Business Law(CORE).
8. Business Organisation and Management (GE).
9. Corporate Accounting.(CORE).
10. Financial Accounting Practical Tally (CORE).
11. Modern Business Organisation (GE for BA PRGM).
12. Personal Tax Planning (SEC).
13. Income Tax Law and Practices(CORE).

PROFESSIONAL EXPERIENCE:

1. **ICAI Articleship training details:-**
Worked with: **Sushil K Garg & Associates (CHARTERED ACCOUNTANT)**Period: 02.12.2014 to 22nd August 2016.

Assignments worked upon include:

A. AUDITS:

The assignments include review of business operation, financial and accounting information then reporting the findings.

Clients worked on:

Statutory Audits:

1. Servoloka Investment Limited.
2. St. Thomas Church.

Tax Audits:

1. Union Bank of India (Tilak Nagar Branch, New Delhi) as a Audit Assistant.
2. Servoloka Investment Limited.
3. Shree Ganesh Sales.

Concurrent Audit:

1. Union Bank of India (Tilak Nagar Branch, New Delhi) as a Audit Assistant.

B. TAXATION:

- 1.Preparation & Filing of Income tax Returns.
- 2.Ensuring Statutory Compliances of TDS and preparation of TDS returns.
- 3.Preparation & Filing of VAT & CST Returns.
- 4.Preparation of Documents Required In Sales Tax Enforcement & Sales Tax Assessment.
- 5.Issue of C & F Forms online & manually in Delhi VAT.
- 6.Accounting including the assessee having turnover of more than 5 Crores.

C. OTHERS

1. ROC Filing regarding Incorporation of Company, Annual Filing, Appointment of Director in a company.
2. Physical Verification of Fixed Assets and Inventory.
3. Well conversant at working on accounting packages such as TALLY ERP 9.
4. Working knowledge of Taxation Package i.e Computax.

AWARDS:

1. Certificate of Appreciation for volunteering in ZEITGEIST 2013, the Annual Festival of Department of Commerce, Hindu College in the academic session 2012-2013.
2. Certificate of Appreciation from University of Delhi for Timely Evaluation of Answer scripts of Open Book Evaluation (OBE) March, 2021.
3. Certificate of Appreciation from Lakshmbai College, University of Delhi for participation in National Webinar on Tax Planning of Salaried Individuals for Financial Year 2020-2021 on 29th May, 2020.

CONFERENCE/ SEMINAR/WORKSHOP/FDP:

1. Participated in Investor Awareness Programme on “Recent Developments in Capital Market” organised by Northern India Regional Council of The Institute Of Company Secretaries of India under the aegis of Investor Education & Protection Fund, Ministry of Corporate Affairs, Govt. of India at Hindu College, University of Delhi on Tuesday, the 6th November, 2012.
2. Participated in Faculty Development Program on “Advanced MS Excel” organised by Department of Commerce, Dyal Singh College, University of Delhi on 29th September, 2018.
3. Organised as a member FDP- Two weeks Faculty Development Programme on “Academic Writing and Research Methodology (Interdisciplinary)” from 16th November, 2018 to 29th November, 2018 by Department of Commerce, Hansraj College, University of Delhi with Mahatma Hansraj Faculty Development Centre.
4. Participated in the Faculty Development Program on GST using Tally Release 6.6 organised by Tally Education Pvt. Ltd. On 8th June, 2020.
5. Participated in the 7th National Conference on “Technology and Innovations: Changing the Face of Business” organised by Department of Commerce Shaheed Bhagat Singh College, University of Delhi on 31st January, 2020.
6. Participated in the North East Cell, Hansraj College’s Annual Lecture Session titled “Understanding the Tribal Communities in India: Culture, Identity, and Hegemony” delivered by Prof. Virginius Xaxa on 24th January 2021.
7. Participated in 21 Day Live Workshop (1-21 June, 2021) a community outreach program on the occasion of International Yoga Day on the theme “Integrating Mind, Body and Soul by practice of Yoga and Exercise” organised by Kalindi College, University of Delhi.
8. Participated in the National Hands-On Online Training Workshop on “OPEN DATA” organised by the Economics Department, Janki Devi Memorial College on 18th August, 2021.
9. Participated in One week (22nd November-26th November, 2021) (online) Interdisciplinary Faculty Development Program on “Waste Management During Pandemic and Its Impact on Circular Economy” organised by Department of Chemistry and Commerce, Hansraj college in collaboration with Mahatma Hansraj Faculty Development Centre (A centre of MoE, Govt. of India under Pandit

Madan Mohan Malaviya National Mission on Teachers and Teaching, PMMMNMTT) Hansraj College, University of Delhi.

10. Attended International Symposium on “Emerging Business Models: The New Normal Phenomenon” organised by Department of Commerce, Dyal Singh College, University of Delhi on 6th September,2021.
11. Attended the Annual Business Conclave-Vichaar’2021, Raining Hope: Economy and Business 2021, organised by Department of Commerce, Hansraj college, University of Delhi on 13th and 14th September,2021.
12. Attended an online lecture on “Opportunities in International Taxation “ organised by Department of Commerce, Hansraj College, University of Delhi on 31st August,2021.
13. Participated in One week (24th August-31st August,2021)(online) Interdisciplinary Faculty Development Program on “Creation and development of MOOC’s while managing online classes” organised by Keshav Mahavidyalaya, University of Delhi in collaboration with Mahatma Hansraj Faculty Development Centre (A centre of MoE, Govt. of India under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, PMMMNMTT) Hansraj College, University of Delhi.
14. Participated in the Vice-Chancellor’s Conclave on “National Education Policy 2020: Its Implementation, Opportunities and Challenges” organised by Department of Commerce and IQAC, Rajdhani College, University of Delhi on 16th July, 2021.
15. Organised a National Webinar on “Training on Basic and Advanced Excel” being the Convenor in Department of Commerce, Hansraj College on 24th September,2021.

OTHERS.

1. Active Member of Admission Committee, Hansraj College, 2020-2021
2. Member of Unnat Bharat Abhiyan.Hansraj College.2020- Till Date.
3. Member of SC/ST Cell. (2021-2022).
4. Member of Student’s Welfare Committee(Discipline & Attendance Committee). (2021-2022).
5. Member of NAAC Criterion 5 (Student Support and Progression)

Date:

Place : Delhi

(Saleem Chauhan)