

# SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)

REGD. AND HEAD OFFICE

ETERNITY, DN - 1, SECTOR -V, SALT LAKE CITY, KOLKATA - 700 091

PH.: 2357 - 6255 / 4003 2290

E-MAIL : info@ccapltd.in, WEBSITE : www.ccapltd.in, CIN - L45203WB1972PLC028349



Dated: 10.04.2019

To,  
The Secretary,  
Bombay Stock Exchange Limited  
PhirozeJeejeebhoy Tower  
Dalal Street,  
Mumbai-400001

To,  
The Secretary,  
The Calcutta Stock Exchange Limited  
7, Lyons Range,  
Kolkata- 700 001

**Scrip Code: BSE: 526839**

**Scrip Code: CSE: 13077**

Dear Sir,

**Sub: Intimation of Appointment of Chief Financial Officer(CFO) Pursuant to the Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015,**

In terms of Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, we wish to notify that Mr. Anand Agarwal has been appointed as the Chief Financial Officer (CFO) of the Company with effect from 10<sup>th</sup> April 2019, based on the recommendation of Nomination and Remuneration Committee of Directors.

In this regard profile of Mr. Anand Agarwal, is enclosed herewith for your reference.

Kindly take the same on your records.

Thanking You,

Yours faithfully,

**For Shelter Infra Projects Limited.**

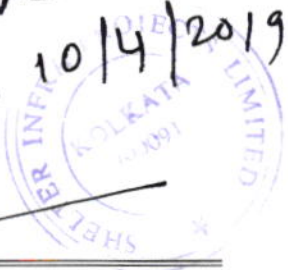
**Aparupa Das**

**(Company Secretary & Compliance officer)**



**Encl: as above**

Approved  
W.e. from 10/4/2019  
F.N.



## ANAND KUMAR AGARWAL

51/2 S.H.K.B Sarani, Jawpore Road, Dumdum, W.B-700074

Contact: +918334086154; Email: [agarwalbunty1983@gmail.com](mailto:agarwalbunty1983@gmail.com)

---

## ACCOUNTS PROFESSIONAL

*Seeking a position that provides ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals*

---

### PROFILE

- Sincere, competent and goal-oriented professional having **over 09 years of experience in Accounts, Taxation and Audit Functions**; spearheading efforts as **Senior Finance Executive with Akankha Nirman Pvt Ltd.**
- Deft at **handling accounting functions like finalization of accounts, bank reconciliation, preparing trial balance, balance sheets and handling taxation matters.**
- Adept in conducting audits, verification of operational efficiency levels, evaluating internal control systems with exposure of recommending necessary suggestions to improve internal controls of clients.
- Proficient at maintaining high **standards of client service**, with quality & service norms to achieve customer satisfaction and business retention.
- **Focused and hardworking individual** equipped with thorough knowledge and technical understanding coupled with an analytic bent of mind and confident to take challenging assignments.

---

### PROFESSIONAL EXPERIENCE

#### AKANKHA NIRMAN PVT LTD (A Company Under Shelter Group)

Since APRIL-17 Till Continued---

#### Senior Finance Executive

- Deftly involved in preparing Tax audit reports.
- Involved in compiling & analyzing financial information for preparing financial statements including monthly and annual accounts.
- Accountable for preparing and filing various Income tax returns and ensure timely assessments in compliance with various laws and regulations.
- Meticulously deposit all the taxes before the last date of submission of Tax; look after finalizations of Balance Sheets and Profit & Loss A/c.
- Maintain & reconcile ledgers, bank reconciliation, TDS calculation & returns and Service Tax Return.
- Calculate and handle remittance of Service Tax on time, ensure filing of Service Tax return
- Look after calculation of PF, PTax and ESI at the time of salary Payments; efficiently handle Vat returns preparation and payment.
- Manage advance tax preparation; effectively look after all other recurring day to day matters relating to accounts.
- Gst payment and return filed.
- Handled the hearing and scrutiny Of Income tax, Service tax at the commissioner level.



**MUKTI PROJECTS LIMITED since December 2013 to March-2017**

**Senior Accounts Executive**

- Deftly involved in preparing Tax audit reports .
- Involved in compiling & analyzing financial information for preparing financial statements including monthly and annual accounts.
- Accountable for preparing and filing various Income tax returns and ensure timely assessments in compliance with various laws and regulations.
- Meticulously deposit all the taxes before the last date of submission of Tax; look after finalizations of Balance Sheets and Profit & Loss A/c.
- Maintain & reconcile ledgers, bank reconciliation, TDS calculation & returns and Service Tax Return.
- Calculate and handle remittance of Service Tax on time, ensure filing of Service Tax return
- Look after calculation of PF,PTax and ESI at the time of salary Payments; efficiently handle Vat returns preparation and payment.
- Manage advance tax preparation; effectively look after all other recurring day to day matters relating to accounts.

**SABOO COMPUTERS PRIVATE LIMITED**

**April 2010-November 2013**

**Senior Accountant**

- Accountable for presenting a true & fair view of the financial position of the company by preparing financial statements via, P&L Account, Balance Sheet, Trial Balance and annual reports.
- Meticulously looked after assignment planning & preparation of Audit Program; deftly finalized Audit Observations with the client.
- Effectively handled matters like making assessment of advance tax liability, working out the T.D.S. Certificates etc.
- Involved in finalizing accounts, preparing Audit Reports and making recommendations in order to ensure that accounts are prepared and maintained in conformity with accounting standards and the statutory regulations.
- Efficiently handled documentation for Tax Audit, Statutory Audit, Tax Returns, Tax Assessments

---

**ARTICLESHIP EXPERIENCE**

**H.P JHUNJHUNWALA & COMPANY February 2007-March 2010**

**Article**

- Responsible for preparing audit programs in consultation with the clients; involved in vouching of various books like purchase book, Cash Book, Journal Book.
- Accountable for recording physical stock take and valuation as on the year end in accordance with Accounting Standards issued by ICAI.
- Deftly prepared Income Tax return both e-filing & manual for different status of person like Individual, Company, HUF, Partnership Firms and Charitable Trust.
- Responsible for checking calculation of various statutory dues, its deposit within the prescribed time limit, sundry creditors, other liability schedules etc.
- Effectively carried out Concurrent Audit, Statutory Audit, Revenue Audit, System Audit and Stock Audit of various companies.

**Clients Handled**

*Chirag Castings Private Limited ♦Eritech Limited ♦Consurtium Automobiles Private Limited ♦AKC Steel Industries Limited ♦Central Bank of India ♦Indian Overseas Bank ♦Bank of Maharashtra ♦UCO Bank ♦Union Bank ♦Punjab National Bank ♦Coal India (Regional Stores Verification Audit)*

---

## **EDUCATIONAL CREDENTIALS**

**Completed Chartered Accountancy (2<sup>nd</sup> Group) in 2013.**  
ICAI

**B. Com. (Honors) 2005**  
Maharaja Srischandra College, Calcutta University

---

**Date of Birth:** 4th August 1983

**References:** Available on Request

Anand Kumar Agarwal  
Place : Kolkata  
Date : 01/04/2019