**SHAKTI BAJAJ**

**Chartered Accountant**

Mobile: +919971995757; E-Mail ID: [shaktibajajca@gmail.com](mailto:shaktibajajca@gmail.com)

To

The Hiring Team

Dear Sir / Madam,

I am submitting herewith my resume for your kind perusal and favorable consideration for a managerial position.

As a proactive and result oriented finance professional, I am capable of efficiently handling multiple assignments under tight delivery deadlines. Currently I am associated with **KPMG** as **Assistant Manager in Finance Function, Delhi NCR (India)**.

Being a qualified Chartered Accountant, I have practical knowledge of the Indian Income tax and Service tax law and also having practical exposure to PE compliances in Nepal, South Africa, Kuwait, US and UK.

My systematic and organized approach, quick adaptability, comprehensive problem detection/solving ability and logical and analytical approach are my biggest assets.

I am seeking a challenging role to apply my skills and expertise with the objectives of organization.

I look forward to the opportunity to meet with you to discuss my candidacy in more detail.

Thank you for your time and consideration.

Yours sincerely,

Shakti Bajaj

Mobile: +91-9971995757; 9971913792

**E-mail:** [**Shaktibajajca@gmail.com**](mailto:Shaktibajajca@gmail.com)

**Reference : CA Arpit Kumar Gupta**

**Mobile : +91 98101 92355**

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To secure an accountable, challenging and meritorious position which provides an opportunity for cross functional knowledge, professional development & progression and valuable application of my qualification and to serve the organization to the best of my experience and true potential.

**Career Highlights**

**Dec’11- till date KPMG as Assistant Manager – Finance**

**Domestic Tax Compliances**

* Monitoring all the regulatory of withholding tax (e.g. Monthly TDS Payable working, Quarterly TDS return, Reply to departmental notice, preparation of letter of rectification and revision etc.)
* Handling all the regulatory of income tax (e.g. computation of corporate tax, MAT, Deferred Tax, Computation of tax liabilities of permanent establishments, advance tax etc.) for all the KPMG entities.
* Preparation of Income Tax Return (ITR) and Tax audit report (Form 3CD) with annexure for all the KPMG Entities.
* Preparation of various details and presentation for income tax assessment in consultation with our auditor.
* Preparation of response to various notices/queries of income tax on regular basis
* Working on application for NIL TDS Certificates on yearly basis.
* Assisting overseas accounts payable team in compliance of withholding provisions by reviewing the agreements with vendor to understand the nature of transaction.
* Details analysis of secondment agreement for withholding compliance purpose in the light of recent judicial pronouncements.

**Transfer Pricing Compliances**

* Analysing of structure of the group and identifying the organisations which are covered under the definition of associates enterprises in accordance with relevant provision of income tax law.
* Identification of transactions with associated enterprises and with Cyprus entities, being as notified jurisdiction for Transfer pricing purpose.
* Identification of specified domestic transaction with related parties.
* Preparation of Transfer Pricing Report (form 3CEB) under Income Tax Act, 1961.
* Collection and production of necessary document in order to justify the transaction with associated and related parties at arm’s length.

**Overseas Tax Compliances**

* Vouching of overseas travel details of the employees to analysis the exposure to service PE in host country.
* Liaising with our overseas tax consultant in various countries like UK, USA, Kuwait, South Africa and Nepal.
* Preparation of financial statements of Branch (PE) and also preparation of statement of income which is attributable to branch.
* Determination of taxable income and tax liability overseas branch in respective countries.
* Compliance with the withholding and VAT legal requirement in overseas countries like South Africa and Nepal.

**Indirect Tax Compliances**

* Computation of service tax liability on monthly and quarterly basis as service provider as well as service recipient.
* Preparation of service tax return on half yearly basis.
* Preparation of Cenvat register in accordance with the service tax rules.

**Attainments**

* **Received a Super Team award from management during current FY 2014-15.**
* **Received an Encore from management for Jan-Mar’13 period.**

**Feb’08- to Dec’ 2011 Alag Kumar & Associates (Chartered Accountants)**

Including 3 years of Article ship trainings with Alag Kumar & Associates a chartered firm established in 1984 having 3 branches in New Delhi.

**Notable Distinctions**

* **Taxation & Compliance**
* Preparation of Transfer Pricing Study & Report under Income Tax Act 1961.
* Handled Taxation Assignments (Direct & Indirect) of SEZ and STPI Units.
* Preparation of Cenvat Credit Register.
* Assisted in Assessment Proceedings Under Section 143/147 of Income Tax Act, 1961.
* Computation of Corporate Taxation (Including MAT).
* **Attainments**

**Awarded as best article in the firm for continuous 3 years during my article-ship.**

**Special appreciation from client (American Express India Private Limited) for successful completion of FBT audit for two assessment years.**

**Scholastic Credentials**

* Presently undergoing the Certification Program of 100 Hours on **International Taxation** conducted by The Institute of Chartered Accountants of India.
* **Chartered Accountancy** from The Institute of Chartered Accountants of India in November 2011
* **Bachelor in Commerce** from Delhi University in 2007

**Information Technology Skills**

Well versed in

* + - General Ledger, Accounts Payable & Accounts Receivable Module of Oracle R-12i & 11i
    - Currently working on Oracle R-12i
    - Worked under tailored application program i.e. Qlik-view Reports and Discoverer
    - MS Office Package and Tally ERP
    - Completed 100 Hours Information Technology Training organized by ICAI

**Personal Details**

**Date of birth** : 03rd August 1985

**Father’s Name** : Krishan Bajaj

**Mother’s Name** : Kusum Bajaj

**Marital Status** : Married

**Address** : House No. 93, Ground Floor, Kaushambhi, Ghaziabad, UP

**Passport No** : L7487581