

# Rohit Pushpak

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Dynamic Chartered Accountant with expertise in **Internal Audits, taxation, financial reporting, compliance, and audit management**. Skilled in **tax planning, GST audits, direct & indirect tax strategies**, and providing **business growth insights**. Experienced in **client management, financial strategy execution, and performance optimization** across diverse industries.

Work Experience	
VBSB & Associates, Bhopal - Article Assistant	
April'21-April'24	
Accounting compliance	<ul style="list-style-type: none"><li>Assisted in preparation and review of monthly <b>financial statements</b> ensuring accuracy and compliance with Ind AS.</li><li>Worked on <b>month-end close activities</b> including accruals, provisions, and reconciliations.</li><li>Gained hands-on experience in <b>General Ledger accounting, Intercompany reconciliations, and Journal Entries</b></li></ul>
Internal Audit (Manufacturing Industry,FMCG)	<ul style="list-style-type: none"><li>Conducted <b>internal process audits</b> for <b>Hindusthan Unilever ltd,Reliance retail ltd.</b> and unlisted private companies.(SOP Based)</li><li><b>Audited project-wise expenses</b>, enhancing financial transparency.</li><li>Recommended process improvements, increasing <b>financial accountability</b></li><li>Conducted <b>Inventory and Stock Audit for Hindusthan Unilever ltd</b> and unlisted private companies and prepared audit report also.</li><li>Conducted capex audit for Listed public company.</li></ul>
Direct Tax	<ul style="list-style-type: none"><li>Supervised <b>TDS filings and</b> corrections, ensuring 100% accuracy and compliance with TDS provisions.</li><li>Prepared Tax <b>Audit Reports</b> and filed <b>income tax returns</b> for individuals and corporates, achieving on-time compliance.</li><li>Handled income <b>tax assessments</b> and a search case</li><li>Calculated and ensured timely payment of <b>advance</b> tax for multiple clients, avoiding interest and penalties.</li></ul>
Indirect Tax	<ul style="list-style-type: none"><li>Conducted GST audits, reconciled <b>GSTR-1, GSTR-3B, GSTR-2A/2B, verified ITC claims</b>, ensured compliance</li><li>Managed GST return filings, registrations, and compliance for individuals, partnership firms, and private limited companies, efficiently handling refunds, assessments, and litigation.</li><li>Assisted in <b>GST litigation</b> by drafting replies to departmental queries, including securing favorable outcomes in 80% of cases.</li><li>Authored write-ups on GST Council meetings, summarizing key policy changes and industry impact, improving stakeholder awareness.</li></ul>
Financial Statements & Projections	<ul style="list-style-type: none"><li>Drafted financial statements to ensure compliance with <b>financial regulations</b>, enhancing reporting accuracy</li><li>Developed <b>financial projections</b> that secured and extended bank credit limits, driving business growth(CMA Data)</li></ul>
Freelance Work - Audit Assistant	
Various Assignments	<ul style="list-style-type: none"><li>Assisted in financial projections (P&amp;L, Balance Sheet) for valuation purposes(<b>Due Diligence</b>)</li><li><b>Raise complaints</b> for customers by their review as per company policy.</li><li><b>Vendor reconciliation for Reliance Retail ltd.</b> through SAP and prepared matching reports for company.</li></ul>

Educational Qualification				
Qualification	Year	Board/ University	CGPA/ %	Remark
CA Final-Both Groups	May 2025	ICAI	52.16%	Exemption in Advanced Financial Management
CA Intermediate (Group II)	May 2020	ICAI	50.66%	Exemption in Advance Accounts
CA Intermediate (Group I)	Nov 2018	ICAI	51.75%	Exemption in Accounts
CA Foundation	Dec 2016	ICAI	65.75%	
B. Com-Economics	2021	University of Kota	50.00%	
XII	2016	RBSE	85.00%	3 <sup>rd</sup> rank in district
X	2014	RBSE	89.17%	School topper

Achievements & Certifications
<ul style="list-style-type: none"><li><b>Delivered training sessions</b> on tax planning and TDS to junior team members, enhancing team.</li><li><b>Achived State awards in</b> cricket tournaments for leadership role.</li></ul>

Skills
<ul style="list-style-type: none"><li><b>Accounting, Auditing &amp; Compliance:</b> AS, Companies Act, 2013, Financial Reporting, Statutory Audit, Tax Audit, CARO, Financial Statement Analysis.</li><li><b>Taxation &amp; Compliance:</b> IT e-filing, TRACES, GST, Income Tax, TDS, Tax Planning, Tax Provision, Deferred Tax, ClearTax, Computax, Genius.</li><li><b>Software Proficiency:</b> Tally Prime, MS Excel.,<b>SAP(production and Accounting)</b></li><li><b>Analytical &amp; Problem-Solving:</b> Tax Risk Analysis, Financial Due Diligence, Audit Execution, Audit Process Efficiency.</li><li><b>Soft Skills:</b> Ethics &amp; Integrity, Time Management,</li></ul>