



# GAURAV JAIN

## Assistant Manager, CA

4+ years of experience in Indirect Taxation & Accounts

### CONTACT ME

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📍 Kishangarh, Ajmer, India

### EDUCATION

#### Chartered Accountant

ICAI  
2022

#### B.Com

MDS University, Ajmer  
2018

### SKILLS

- Financial Reporting
- Financial Planning & Analysis
- Ratio Analysis
- Taxation & Auditing
- Client Management

### WORK EXPERIENCE

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AM – R K Group, Kishangarh

Dec. 2020 – Present

#### Indirect Taxation

- Prepare and file monthly & annual GST Return (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C) within prescribed deadlines and manage GST Input Tax Credit (ITC) claims and ensure compliance with rules for credit utilization.
- Provide guidance on GST implications for business operations, transactions and new projects.
- Monitor changes in GST Laws, rules and notifications and assess their impact on business operations.
- Manage GST refund issues and liaise with tax authorities for GST Audits, notices and assessments
- Review and perform ITC availed in books vs. GSTR 2A/ GSTR 2B
- Assisted in the preparation of data for audits and inquiries from tax authorities.
- Drafting replies to notices & appeals
- ERP Tools (GO – Global, Tally)

#### Other

- Preparation and finalization of Financial Statement including Notes to Accounts.
- Calculation of Depreciation as per Companies Act, 2013 Scrutiny of ledgers and verification of BRS
- Preparation of Net Worth Certificates
- Review of Statutory dues & compliances