

**Amod Kumar**

**Chartered Accountant, B.com (H)**  
**A-51, Laxmi Nagar, New Delhi-110092**

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- To work in a learning and challenging environment, utilizing my skills and knowledge to the best of my abilities and contribute positively to my professional growth as well as the growth of organization.
- Self-motivated & adaptable to the dynamic changing business environment to achieve the objective of the organization.

### **Professional Experience:**

- Working in **SUNGLASS PALACE PRIVATE LIMITED.**, From **Feb 2024 to Till Date** as Assistant Manager.
- Worked in **Shashi B and Company** (Paid Assistant from March 2019 to Jan 2024)
- Articleship with **Agarwal Deepak & Associates**.

### **Work Experience at Glance:**

- Prepare and review **budgets**, revenue, expenses, payroll entries, invoices, and issue debit note to Supplier & proper adjustment in books of Account.
- Prepare and analyses **Profit and loss** statements and monthly closing and cost accounting reports, and also adopting proper Accounting Policies & Procedure.
- Ensure compliance of **Tax regulatory** guidelines and generally accepted auditing standards.
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Prepare **MIS** to Support the finance manager in relation to reporting, budgeting, and forecasting through effective communication with all departments.
- Liaising with **External auditors** to ensure annual audit is carried out in addition to related internal audit issues.
- Develop reports and financial analysis as required for external and internal purposes.
- Involved in Proper Checking with Approved Quotation of Freight Invoices & Issued **Debit Note** to Respective Parties.
- Involved in **Statutory, Internal, Income Tax& GST Audit**.
- Prepared & Verified **Financial Statement** of Companies, Firm, and Proprietor, Trust& Society.
- Prepared, Reviewed and File **Income Tax Return** of Individuals, Firms, Companies, Trust& Society.
- Preparation & Checking of Sales/Purchase, Expenses Scrutiny, Fixed Assets Verification, Cash & Bank Verification.
- Preparation of Projected Income & Expenditure, Balance Sheet, Cash Flow Statement, & Bank Reconciliation Statement.
- Proper Reconciliation of Account Payable & Receivable & Customer Follow up.
- Involved in all Three Facets of Direct & Indirect Taxation-**Compliance, Advisory & Litigation**.
- Filling of **GST Registration, Returns, Refund&Annual Returns** of Company.
- GST Reconciliation & E-Invoicing also Ensure that Proper Adjustment in Books of Account.
- Involve in Reply of Notice Issued by GST Department& IT Department.
- Involved in Compliance all **TDS/TCS** Return of **Income Tax & GST& Tax**.
- **Tax Audits** of Companies along with, Proprietorship & Partnership.
- Filling of 15 CA/CB in Case of Payment to Non –Resident.

- *Filling of Annual Return, Creation of Company & other ROC Compliances.*

#### **Professional & Educational Qualification:**

- *CA Qualified in Nov 2023 (ICAI Delhi)*
- *B.com (H) from LNM University*

#### **Computer Skills:**

- *Well versed with MS-office and Internet*
- *Tally prime/ ERP 9 , Busy, Quickbooks, Sap, Spectrum, Webtell, Compu-tax, Compu-TDS, Compu-GST*

#### **Personal Details:**

Father's Name : Yogendra Poddar  
Languages Known : Hindi and English

#### **Declaration:**

*I hereby declare that the information furnished above is true& correct to the best of my knowledge.*

**CA Amod Kumar**