



MAUNIL PATEL

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CURRICULUM VITAE

PROFESSIONAL SYNOPSIS

Currently functioning as Sale Tax **AUDIT, RETURN, ASSESSMENT** Executive Indirect Taxation at Planet EXXARO TILES PVT LTD - Ahmedabad
Bachelor of Commerce.
Master of Commerce from Gujarat University

PRESENT EMPLOYER

EXXARO TILES PVT LTD. (Exxaro Tiles – MANUFACTURING UNIT) (09/09/2017 to continue working)

Working as Sale Tax Executive in Indirect Taxation having a good understanding of Indirect Taxation i.e.

VAT/CST, WCT, GST, GST Registration, GST Migration and also Prepare for Direct Tax.

Company Profile: Exxaro Tiles the brain child of industry veterans with rich experience and expertise of more than a decade in the tiles industry started as an endeavor to create a new benchmark of creativity, quality and perfection in the industry through niche products. Today, after half a decade of journey and most varied product range made through most advanced technologies exhibiting elegance, Exxaro Tiles has become one of the most trusted and favored brand for architects, interiors designers, builders and all.

Profile:

- GST Registration, GST Migration and Preparation for GST, GST Return filling.
- GST Purchase Register and Sale Register working.
- Making E-way Bill and training to all team.
- Purchase Invoice filling and provide to GST department for Audit and Assessment.
- Making Export Invoice, GST Invoice for any time.
- Visit any plant for GST and any other Audit.
- Visit GST, VAT or IT department for stay and documentation.
- Coordinate with excise department officer for export for Audit.
- Preparation for Excise Audit and Documentation.
- Coordination with GST Department for any work for the same.
- Coordination with consultant for any query for GST and Income Tax.
- GST Related any query sort out and resolved.
- And also practice in Direct Tax.
- Preparation & coordination for Income Tax Audit Assessment
- Fulfill the requirements all Data for **Audit & Assessment** matters of indirect taxes.
- Able to attend **court hearing** and if any **department notice** I will fulfill the all requirements.
- To set up internal system and procedure and documentation whenever necessary.
- Monitoring on monthly status report of various central/state forms.
- Ensuring timely collection of due forms (i.e. C/H/F Forms) across the India to get assessment hassle-free.
- Preparation & coordination for VAT Audit related various matters.
- Preparation of Monthly VAT **GST** Working and calculation of Sales tax Payment Liabilities and filling the return accordingly.
- Preparation & coordination for **VAT Audit** or **GST Audit** related various matters.
- Monthly VAT/ **GST** liabilities calculation and making e-payments
- Computing duties liability and filing of monthly and annual **GST** return including e-filing
- Preparation of GTA & RCM working for monthly basis.
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PREVIOUS PROFESSIONAL EXPERIENCE

Worked with Samir I.Siddhapuria, Since 1st July 2009 to 10th July 2011 Advocate (VAT & CST Consultant) firm at Ahmedabad

It is well known Firm where I was working as a Assistant Officer, my Job profile was handling a client and all type of VAT Return filling.

GUJARAT AMBUJA EXPORTS LTD – HEAD OFFICE

Executive in Indirect Taxation. VAT/CST, Professional Tax.

Company Profile: Gujarat Ambuja Exports Limited is engaged in business of Agro Commodities Sector comprising of solvent extraction, edible oil refining, starch and derivatives and cotton yarn. And having 8 plants across India. **Since 21st July 2011 to 30th May 2015**

INBISCO INDIA PVT LTD – MANUFACTURING UNIT

Executive in Indirect Taxation. VAT/CST, Professional Tax.

Company Profile: Established in 2008, currently Inbisco India is the fast growing FMCG Company in India. Supported by strong and wide distribution network, product manufactured and/or distributed by INBISCO has reached entire country. Inbisco India Pvt Limited is engaged in business of Noodles, Chocolate. And having 1 plant in Hyderabad India. **Since 2nd June 2015 to 30th August 2016.**

PLANET MOBILES PVT LTD – MANUFACTURING UNIT

Since 31st Aug 2016 to 08th Sep 2017.

Executive in Indirect Taxation. VAT/CST, GST Professional Tax.

Taxation, Accounting & Audit

Conducted VAT Audit Private Ltd Cos, and Partnership Firms

Verification of documents of Input Tax Credit invoices, Statutory forms (C/H/F)

COMPUTER SKILLS

M .S Office

Tally.

Having Knowledge of SAP

AREAS OF EXPERTISE

Taxation

Accounting

Book Keeping

PERSONAL & FAMILY DETAILS

Date of Birth : 28th Nov, 1983

: Married

Marital Status : 12-A, Kanak Society, Nr Parsi Agiyari,

Address Kankaria, Maninagar,
Ahmedabad-380022.

Reference : 1. Mr. Samir Siddhapuria (Advocate) Cell: 098980 58963

2. Mr. Deepak Shukla (Sr. Executive Indirect Taxation GAEL)

Cell : 99987 28088

Maunil Patel