

OBJECTIVE:

- ✚ To learn, utilize and share my knowledge & to deliver to the best of my abilities and satisfaction and Firm believer in Work is Worship.
- ✚ To work in a challenging & growth oriented environment so as to apply my experience and hard work skills for the optimum benefit of organization with positive attitude.
- ✚ Presenting myself to the corporate as well as in general, which would introduce me to the opportunities to grow and survive in the fields of my interest on the basis of my capabilities in aggregate

RAJKUMAR YADAV

Free Lancer Tax Advisor [Account, Audit, GST (Excise, Service Tax, State VAT Act,) etc]

From: May, 2013 onward

Professional skill set

Accounts

- ✚ Self-motivated and goal oriented **Accounting Professional** seeking challenging opportunity.
- ✚ Over 16 years of proven work experience, domain knowledge in Corporate Accounting & Financial Management as well as Excise, Service Tax & Custom preceded by 4 years of audit experience, under guidance & supported by Chartered Accountants.
- ✚ Able to learn/adopt new emerging technologies into work area.
- ✚ Equally effective, as an individual & as a team player to managed and supervised Account and Excise Department's staff and ability to handle entire gamut of Management Accounting; regular entry of daily bills, keeping updates, verification & reconciliation of Sundry Debtors, Sundry Creditors, Banks Accounts and EPC, LAD, Documents discount details, employee's attendance statement, salary & wages statements, and statutory returns/details, Accounting of Fixed assets & depreciation and maintenance of Assets register and Insurance activities; –.
- ✚ Ability to design and implement financial/cost control policies, procedures and instituting internal checks and controls.
- ✚ Experience of dealing with cross functional teams.
- ✚ Prepares monthly financial statements and consolidations.
- ✚ Accounting of Proprietor's Firm, Partnership Firm, Private & Public Limited Companies.
- ✚ Proficiency in all aspect of advance accounting, inventory management system and financial accounting system and capable to finalize the books of accounts.

Excise, Service Tax & Customs

- ✚ Handling of Excise for DTA, 100% EOU, Registered Dealer.
- ✚ Registration, permission, intimation for Job Work in case of DTA as well as 100% EOU, various Bond/Undertaking like, B-1, B-17, Letter of Undertaking (UT-1) & renewal thereof, issuance of CT-1, CT-3, etc.

- ✚ Monitoring the Export Flow - Procedure & Clearance for factory stuffing.
- ✚ Assures timely compliance necessary to meet government requirement for updating register and filing of returns (ER-1, ER-2, ER-3, ER-4, ER-5, ER-6, ER-7).
- ✚ Registration, monitoring, renewal & submission of
 - Proof of Export under LUT, B-1 & B-17.
 - Timely claiming of the C.E. Rebate Claim and Refund of ST on Export Services.
- ✚ Verification of Excise Records and register (P.L.A.; R.G.23A & 23C Part-I and Part-II, R.G.1, Form 4, Job Work Challan and Registers, Service Tax Register, etc).
- ✚ Make ready Entire reports and documents for Audit purpose.
- ✚ Reconciliation of Cenvat Excise Duty with books of accounts.

Company Law Affairs

- ✚ Exposure to Statutory Compliance of the Company Law & Taxation matter.
- ✚ Maintenance of Statutory Books, Registers, etc.
- ✚ Reporting to CA/CS regarding compliance of various finance matter to submit with ROC

Income Tax & Audit

- ✚ Exposure to Internal and Statutory Audit
- ✚ Preparation of Tax Audit Report,
- ✚ Proficiency in Tax Planning

Finance & Public Relation

- ✚ Banking and institutional work for managing the fund.
- ✚ Exposure to documentation for fund and liaisoning.
- ✚ Exposure to budgeting and monitoring the cash flows, debtors and inventory control system and short-term fund requirements.
- ✚ Reporting to RBI for FDI, its allotment of Shares, etc
- ✚ Liaison with State & Central Government Agencies, Local Authorities, etc.

Liaison & Co-ordination

- ✚ Excellent communicator, with emphasis on building strong client relationships.
- ✚ Liaison and representation with Banks, Financial Institution, GPCB, GIDC, Local Authorities, Government Bodies,
- ✚ Liaison work with Central Excise, Service Tax, Custom, VAT & Central Sales Tax.

Vibfast Group of Companies
[Vibfast Pigments (100%EOU) and Vibfast Pigments Private Limited]
Role: Manager (Finance-Excise & Liaison)
From: November 2002 to May 2013

The group consists of Central Excise Registered DTA Units, 100% Export Unit, Merchant Exporter and job-work units engages in manufacturer & exporter of Organics Pigments:

Key Accountabilities

- Managing & supervising team of Accounts Assistants for smooth & timely execution of various accounting & excise processes i.e. regular entry of daily bills, keeping updates of Sundry Debtors & Sundry Creditors, Banks Accounts and EPC, PCFC, Documents discounting, employee's attendance, salary & wages statements and statutory returns.
- Directly reporting to Managing Director.
- Handling of all aspect of Accounts of the Company including two manufacturing DTA units of Central Excise and Export Accounting.
- Review and finalization of Monthly Accounts.
- Preparation of monthly MIS and Financial statements to the management.
- Implementation of suitable internal controls in the system.
- Finalization of Inventory Statement, Reconciliation of Creditors & Debtors ledgers.
- Management of Accounts Payables and Accounts Receivables.
- Independently handling of Central Excise Registration of EOU with Custom & Central Excise including the Job-Work permission along-with registration of DTA unit with C. Ex.
- Lay down the accounting policies & principles and tracking system of excise accounting for EOU.
- Ensure the timely completion of statutory report, carrying out of the internal audit; short-out the TDS, VAT & CST, PF & ESI, etc and Compliance of Direct, Indirect tax and VAT requirements.,
- Filing of Return of Central Excise, Service Tax, Quarterly Performance Report and Annual Progress Report to KASEZ and claiming of refund of Central Sales Tax.
- Preparation, reporting & submission of Bank's monthly and quarterly return in compliance with CMA.
- Fund management and liaison with Bank, Excise, GPCB, Custom, etc.
- Reconciliation of Cenvat Excise Duty with books of accounts.
- Report for Statutory Audit of the Company; preparation, computation and filing of Income Tax Return of Individual and Company with assistance of Chartered Accountants.
- Compliance of the Company Law matter, Taxation Matter & other statutory matter.
- Compliance of ROC matter and involving in the preparation of Minute Book, Statutory Register & Return under the Companies Act, 1956.

Revelon Pharma Private Limited
Role: Chief Accountant
From: July 2002 to October 2002

Key Accountabilities

- Managing & supervising Account Assistant for smooth & timely execution of various accounting & excise, keeping updates of Sundry Debtors/Sundry Creditors, Banks and statutory returns details
- Monitoring of daily accounting of the Company along with proprietary Firm.
- Checking and laying down suitable internal controls in the system.
- Finalization of Inventory, Reconciliation of Creditors & Debtors ledgers.
- Management of Accounts Payables and Accounts Receivables.
- Compliance of the Company Law Income Tax, Sales Tax, Central Sales Tax, etc.

Kishor Goyal & Co. (Chartered Accountants)
Role: Senior Assistant (Audit & Income Tax)
From: May 2001 to June 2002

Key Accountabilities

- Internal Audit, Tax Audit, Special Audit, Statutory Audit of various concern,
- Preparation statutory return, Audit Report and Certificates,
- Inspection report on behalf of Trust, Bank, Companies, etc.
- Computation, preparation and filing of Income Tax Return of various concerns.

Tirupati Shelters Limited
(Regd. Office at Silvassa, UT of DNH)
Role: Branch Accountant (Ahmedabad Branch)
From: August 1995 to April 2001

Key Accountabilities

- Book keeping of branch transaction & reconcile with Head Office Account.
- Internal audit of the Company at the Registered Office.
- Preparation & submission of Quarterly Finance & Annual Statutory Report.
- Compliance of Listing Agreement with Stock Exchange, SEBI, etc.
- Compliance of ROC matter and look after & maintained the statutory register & return under Companies Act, 1956, etc.
- Prepare the documentation for Term/Project Loan for industrial activities from SIDBI and documentation for public issue as well s Project Report for company's proposed "**Treat Resort**" at Silvassa under professional guidance Chartered Accountant-cum-Director.

Professional Training

- ❖ **Sept-94 to Jul-95** : **Mansukhbhai J. Shah & Co.**, Chartered Accountants
Designation : **Junior Assistant (Audit & Income Tax)**

Responsibilities:

- Internal & Statutory Audit
- Computation & Filing of Income Tax Return, Search Report form ROC, Registrar, etc

- ❖ **Aug-91 to Aug-94** : **Anil N. Shah & Co.**, Chartered Accountants
Designation : **Professional Accountancy Trainee**

Exposure:

- Conducting of Audit of various concerns and generation of Audit Report
- Preparation & computation of Sales Tax Return under guidance

Educational Credentials

Qualification	Board/University/Institution	Year of Passing
C.A. Final (First Group)	I.C.A.I., New Delhi	Nov., 2002
C.A. Intermediate	I.C.A.I., New Delhi	Nov., 1997
LL. B.	Gujarat University, Ahmedabad	Mar., 2002
B. Com.	Gujarat University, Ahmedabad	Apr., 1991
H.S.C.	G.S.E.B., Gandhinagar	Mar., 1988
S.S.C.	G.S.E.B., Gandhinagar	Mar., 1986

Personal Details

Date of Birth : 22nd December 1969
 Father's Name : Shree Suryapal Yadav
 Marital Status : Married
 Language Known : Hindi, English & Gujarati
 Address : H-402, Anjanee Residency, Nr. Parth Bungalow,
 Navyug School Road, Krishnanagar,
 Ahmedabad-382345.

VISION

TO MAKE A POSITION TO THE TOP LEVEL OF MANAGEMENT WITH MY EXTREME AND INTELLECTUAL SKILLS, CREATIVITY, HARD WORK AND PROFESSIONAL APPROACH WITH WOULD BLEND UP TO THE PROFITABILITY OF THE ORGANISATION I AM ASSOCIATED WITH.