# KARNIK A. SHETH

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**Seeking assignments in Accounts/ Auditing/ Taxation in a growth oriented organisation.**

**APERCU**

An astute professional with **over 19years** experience in the areas of Accounts, Taxation & Auditing. Presently working with **Alfa Technologies Pvt Ltd,Sari, Bavla, Ahmedabad** as **Manager Accounts and Finance.**Extensive experience in financial operations including maintenance of books of accounts, taxation & audits. Deft in preparing & filing Income Tax/ GST / Sales Tax / Excise & TDS returns of the various assesses in accordance with the provisions of Income Tax Act. Well versed with modern accounting systems & procedures & provisions of Income Tax Act & other statutory laws. Possess keen interest in financial management & project financing. Excellent relationship management skills with experience in liaising with government bodies & banks for ensuring statutory compliances & smooth business operations.

**AREAS OF EXPERTISE**

*Accounts Management*

* Maintaining statutory books of accounts viz, journal, ledger (purchase & sales), bank & cash book, subsidiaries in compliance with time & accuracy norms.
* Presenting a true & fair view of the financial position of the concerned company by preparing financial statements viz, P & L account, balance sheet & annual reports.
* Preparing MIS & reporting to top management;reconciling bank, cost & financial accounts.
* Ensuring that the external audit requirement like cross checking of document with tally with schedule are met
* Acting as an integral part of team to assist in preparation of annual schedule which involves Financial & accounting activities.
* Manages daily workload and prioritization of assignments

*Auditing and Taxation*

* Preparing audit reports & making recommendations in order to ensure that accounts are prepared & maintained in conformance to statutory obligations.
* Ensuring timely filing of direct/ indirect tax returns in compliance with Income Tax, Sales Tax, Service Tax & Gujarat Vat act, 8OIA benefits of Income tax Act.
* Managing all matters relating to Income Tax, Sales Tax, Service Tax, Gujarat Vat & GST such as filing statutory returns, attending assessment & obtaining order in favour of the concerned company.

*Finance Management*

* Detailed knowledge of revenue recognition, budgeting and forecasting
* Effectively manage the cash flow of advances including principal and interest and Escrows
* Mitigated and resolved operational accounting risk; identified problems with cash receipts and posting delays. Worked with senior / executive accounting leaders to implement a daily cash audits.
* Liaised with other divisions, departments, and banks to resolve taxpayer issues and complaints.

**PROFESSIONAL EXPERIENCE**

**Manager Accounts and Finance Since Jan’16**

**Alfa Technologies Pvt Ltd.,Changodar, Ahmedabad**

Handling computer accounting (Tally 9.0 ERP )

*Highlights*

* Managed a team of 5 members.
* Applies Accounting policies and procedures in particular area of responsibility to reflect current company direction and in compliance with Generally Accepted Accounting Principles
* Individual handled by preparing financial statement i.e.Balance Sheet & annual report.
* Presenting Cost Sheet & Budgeting Finance Interest report i.e.Monthly, Quarterly & Yearly.
* Individual handled all income tax & Sales tax scrutiny.
* Serve as the lead point of contact for all customer account management matters
* Build and maintain strong, long-lasting client relationships
* Involved in the maintenance of inventory register which involved inventory valuation report, inventory flow chart.
* Prepare reports on account status
* Forecast and track key account metrics (e.g. quarterly sales results and annual forecasts)
* Supervises and manages performance of responsible staff

**Assistant Managar Accounts Feb’12-Dec’15**

**Jai Motion Engineering Pvt.Ltd., Ahmedabad**

Handling computer accounting (Tally 9.0 ERP )

*Highlights*

* Managed a team of 4 members.
* Finance Capital work with banks i.e. CC / OD
* Individual handled by preparing financial statement i.e.Balance Sheet & annual report.
* Presenting Cost Sheet & Budgeting Finance Interest report i.e.Monthly, Quarterly & Yearly.
* Individual handled all income tax & Sales tax scrutiny.

**Senior Executive - Accountant Jun’05-Jan’12**

**Omni Lens Pvt. Ltd., Ahmedabad**

Handling computer accounting (Tally 9.0 ERP &FAS programme).

*Highlights*

* Managed a team of 4 members.
* Obtained finance at a reduce rate of interest from SIDBI to finance capital expenditure.
* Individual handled all income tax & Sales tax scrutiny.
* Provided financial data & other information for getting National Award.

**Accountant Jan’02-May’05**

**Brisk Surgical Cotton Ltd., Kalol**

Managing computer accounting using Tally 4.5 & Tally 5.4.

*Highlights*

* Managed a team of 2 members.
* Implemented computerised working system & achieved a reduction of manpower requirement.

**Assistant Accountant Jun’00-Dec’01**

**Trend Plast Pouchpack Pvt. Ltd., Chhatral**

Looking after manual accounting & computer accounting (Tally 4.5). Taking care of receipt books & handling stores.

*Highlights*

* Successfully handled assessment of the return of sales Tax &regularly deposit of Sales Tax.

**Commenced career as Computer Accountant with Torrent Pharmaceuticals Ltd., Chhatral fromMay’98-May’00.**

Playing a key role in preparing documents of validation. Handling documentation activities, preparing protocols & reports for the execution of equipment qualification & various process validation programmers. Formatting, filing & arranging documents in the computer.

**ACADEMIA**

**Higher Diploma in Software Engineering** 2000

Shri N. P. Patel Computer Science Centre, Kalol

*(MS Office 2000, Oracle 8, Developer 2000, Java)*

**Diploma in Financial Accounting with Taxation** 1999

Shri N. P. Patel Computer Science Centre, Kalol

*(Dos, MS Office 97, Tally 4.5, FoxPro, Direct Taxation & Indirect Taxation)*

**B.Com** 1998

North Gujarat University

*(Advance Accounting & Auditing, Statistics)*

**IT SKILLS:** Office Automations & Internet Applications, Tally 4.5

**PERSONAL VITAE**

Date of Birth 22nd January 1978

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