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# ***CA PRITESH JAIN***

# *M. 95584 49522*

# *Email: psheth2010@gmail.com*

##### Career Objective

* I can grow in terms of knowledge, skills and put to an effective use my professional competence in the areas of accounting, auditing & taxation so as to align self-development with organizational development.

###### Professional Qualifications

* Qualified Chartered Accountant from ICAI in Nov.2011
* Qualified Company Secretary (Professional Programme) from ICSI- Module II in Dec.2010 & Module III in June 2011

Professional Experience

1. **Gujarat Metro Rail Corporation (GMRC) Limited Sep.2017– Cont.**

Designation: Sr. Executive- Finance & Accounts

**JOB RESPONSIBILITES:-**

* Scrutiny and processing Civil & System Contractors payment & ensuring properly invoice booking in SAP System.
* Scrutiny and processing bills of utility shifting related works.
* Processing payment of valuer and surveyor (for valuation of R&R Property)
* Processing of files pertaining to financial concurrence & estimate approval
* Scrutinize documents before releasing payments
* Scrutiny of General ledger accounts
* Preparation of GST tax invoice and ensuring properly invoice booking in SAP System.
* Preparation of Monthly Income TDS, GST & TDS GST working and return filing.
* Fund Management and deployment & withdraw of fund from GSFS effectively without any delay, liaising with GSFS & coordinating with various departments regarding the estimate for fund requirement.
* Verification of interest income received from GSFS and ensuring properly reconciliation with 26AS.
* Verification of investment supporting documents as per Income Tax Act & issuing From No.16 to employees.
* Participation in Tender Opening Committee and Financial Evaluation of Tender.
* Handling process of acquiring Bank Guarantees/Fixed Deposit confirmation within desired time limit from banks, safe custody of original BG/FD documents and BG register maintenance. Continuously monitoring and intimate for renewals and extensions of bank guarantees and fixed deposits
* Preparation of data for reply of Income Tax Notice, TDS Notice etc
* Handling finalization activities i.e. PV Report, Actuarial Valuation Report etc
* Coordinate with Internal Auditor, Tax Consultant & Statutory Auditor.

1. **Veeda Clinical Research Pvt. Ltd Mar.2017– Sep. 2017**

Designation: Executive- Finance & Accounts

**JOB RESPONSIBILITES:-**

* Scrutinize documents before releasing payments
* Scrutiny of ledger accounts
* Analyzing the expenses of various cost Centre’s on the basis of reports generated in Tally ERP 9
* Preparation of Monthly MIS Report with variance analysis for management
* Preparation of Sales Return and Service Tax Return
* Preparation of Monthly TDS & Quarterly E TDS Working
* Coordinate with Statutory Auditor
* Handling account receivable and account payable
* Monthly Stock Reconciliation & Bank Reconciliation
* Preparation of Monthly Stock and Debtor Statement
* Finalization of Books of account activities

1. **Rainbow Papers Limited Oct. 2015-Mar.2017**

Designation: Account Officer

**JOB RESPONSIBILITES*:*-**

* Finalization of Books of account
* Scrutinize documents before releasing payments
* Scrutiny of ledger accounts
* Handling account receivable and account payable
* Assisting in preparation of Quarterly result of Company
* Liaison with Bankers for opening of letter of credit for procurement of materials
* Preparation of Monthly Stock and Debtor Statement
* Verification of Term Loan and Cash Credit Interest and Margin Money Interest Received
* Scrutiny Matters such as Drafting of IT notice reply letters, Rectification letters, Appeal Application, Appearing before I.T.O. for hearing etc
* Verification of Financials of Group Companies & Personal Accounts of Directors
* Preparation of Books of Power Plant for claim of deduction u/s 80IA of Income Tax Act
* Preparation of Tax Audit report and Form No.3CEB for Transfer Pricing

1. **Camex Limited Apr. 2012-Oct.2015**

Designation**:** Account & Finance Executive

**JOB RESPONSIBILITES:-**

* Preparation of Monthly TDS & Quarterly E TDS Working
* Preparation of Monthly Salary Register
* Preparation of Sales Tax Returns
* Preparation of Excise Returns
* Preparation of Service Tax Returns
* Preparation of Stock & Debtors Statement
* Preparation of Income Tax computation of Individual, Firms and Companies etc
* Reply/Submission for Scrutiny/Notice of Income Tax Department

##### Academic Qualifications

* Passed B.Com in 2006 from Gujarat University
* Passed XII Standard with Commerce stream from Rajasthan Board in 2003.
* Passed X Standard from Rajasthan Board in 2001

#### *Computer Skills*

* Well versed of various accounting and taxation software i.e. SAP, Tally ERP 9, Corporate Munim ERP, Kitret & Spectrum etc
* Proficient of MS Office, Internet etc

##### Personal Details

Date of Birth : 02/04/1988

## Father’s Name : Devendra Jain

Address : 19, Samruddhi Bunglows-1, Thaltej, Ahmedabad-380059

Marital Status : Married