

Hitesh Rameshchandra Bhatt

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ASPIRATION: Seeking a challenging environment that encourages continuous learning and creativity provides exposure to new ideas and simulates personal and professional growth.(GST ,E Invoice ,E-way Bill, Account, Stores & Logistics)

ORGANIZATIONAL EXPERIENCE

B.Com with over Eighteen years of experience in the areas of GST ,Excise,Commercial & Accounts.

currently working in Zenex Animal Health India Private Ltd. (Formally Known as Zydus Animal)Corporate office Ahmedabad as Senior Executive Accomplished responsibility for GST , E Invoice and E-way Bill Related work ,Reporting to CFO (23-August-2022 to till date)

1) Ten year and Seven month worked in Nirma Limited Corporate office Ahmedabad as GST Officer, from (28-Jan-2012 to 20-August-2022). Accomplished responsibility for Excise and Service tax and GST Related work ,Reporting HOD (AGM –Indirect tax)

2) One Year Ten Month Worked in Asian Electronics Group Subunit Advance Electronics As a Commercial Officer (02.05.2010 to25.01.2012) Accomplished responsibility for Excise & Commercial work Reporting to Commercial Manager

3) Six Month worked in Victor Switchgear Pvt Ltd nashik As a Stores, Excise Officer (05.11.09 to 06.05.2010) responsibility for Excise,Stores,Account Reporting to General manager.

4) Two Years worked experience in Mahindra Renault., (Mahindra & MAHINDRA plant), Nashik as Excise Executive.) through gogad logistics (16 August-2007 to 30.06.2009) responsibility for Excise, Stores & Logistics Reporting to Excise Sr. Manager

5) Two Years & seven Month worked experience in Motor Industries Co. Ltd., (MICO - BOSCH Group) through Satguru-Shipping-&-Logistics-as-Excise-Assistant.(01.02.2005.to.14.08.2007)

6)One year worked experience in "Digilog System Pvt. Ltd." (05.01.2004 to 31.01.2005) Of Accounting and other related work

CORE COMPETENCIES

GST /E-way Bill/E Invoices	ACCOUNTS	Stores
IMPORT EXPORT	Logistics	INWARD/Dispatch

Key Result Areas

AREAS OF EXPERTISE

Indirect Tax

GST

- 1) Manage all GST/E Invoice/ E way Bill related and Indirect taxation matters for different states.
- 2) Statutory formalities related to GST like (i) Registration (ii) Filing returns/ Refunds - well within stipulated time & keeping watch to ensure (i) Registration is quickly granted(ii) Assessment of returns are completed & collected from the authorities for our office records.
- 3) Preparation and filing GST returns for example –GSTR-1 /GSTR-3B/ ITC-04/GSTR-06 (ISD)/ GSTR-9 etc.
- 4) E- way- E-way bill Preparation & related query solution & coordination with all related person.
- 5) E Invoice - Preparation & related query solution & coordination with all related person.
- 6) Form GST DRC-03 Intimation of payment made voluntarily or made against the show cause notice (SCN) or statement and DRC-01A Intimation of payment made pertaining mismatch between GSTR-3B and GSTR-2A.
- 7) Online GST Appeal file under APL-01 form.
- 8) Online GST reply file against Notice and Form GST ASMT-10.
- 9) Online GST refund file.
- 10) Attending to day-to day inquiries and queries by GST Department of all states.

- 11) Review of data & documents related to branches, to ensure proper GST compliance.
- 12) Monthly reconciliation between Purchase and Sales Register.
- 13) Ensuring timely closure.
- 14) Coordination with internal and external auditors.
- 15) Review of data & documents to ensure proper GST compliance & documentation at each location.
- 16) Preparing monthly MIS.
- 17) Monthly preparation of data and information required by GST Auditors.
- 18) Keeping updated with day-to-day changes in GST laws, judicial order, and related developments.
- 19) Timely completion of compliances.
- 20) Reconciliation between Accounts and GST records.
- 21) Responding to Vendors responses / queries related to Vendor reconciliation.
- 22) Visit to GST office to make effective follow-up & liaison in respect of various matters including Non-Receipt of orders, Refunds etc

OUTWARD SUPPLIES DETAILS:

- following data for verification of GSTR 1:
 - Final GSTR 1;
 - Outward Register from SAP
 - Details of E-Invoices from GSTIN Portal.
- I have verified following:
 - Invoice-wise information pertaining to the tax period reported in GSTR 1 with outward register and also with the invoices auto-populated from the E-Invoice portal.
 - Details reported in GSTR 1 table are as per GST law and verified the same with outward register and the details E-invoice.
 - Outward supplies which are Nil rated, exempted and non-GST by understanding the transaction and reporting of the same in GSTR 1.
 - CGST/SGST/IGST rates charged by the Company on its respective products by HSN code and also provide the observation thereon.
 - Whether the transaction will be counted as intrastate or interstate on the basis of place of supply which is provided in the outward register and accordingly, verified levy of taxability.
 - Reconciliation of outward register as per books of accounts with GST returns and with E-Invoice data as downloaded from GSTIN portal. In process of verification of the data, we found some instances where E-Invoices have not been generated.

HSN code and their rates are as per CBIC tariff and reporting of the same in GSTR-1 on the basis of outward register.

- Detailed review of HSN Code and taxability in respect of such HSN Code;
- Detailed review of E-invoices issued by the company during the month with invoices generated in SAP;
- Matching of total income as per GSTR – 1 with Trial balance for the month.

INWARD SUPPLIES DETAILS:

- following data for verification of GSTR 3B:
 - Inward Register generated from SAP;
 - GSTR 2B generated from GSTN Portal;
 - Reconciliation of GSTR 2B and inward register as per books of accounts;
 - Details of RCM Payable for the month;
 - Calculation of Reversal of common ITC as per Rule 42 of GST Act;
 - Details of ITC to be reversed for which payments not made to suppliers within 180 days.

I have verified following:

- Inward register and verified that all the ITC of inputs, capital goods and services which are to be claimed are used in the course or furtherance of the business.
- Input tax credit on a tax invoice or debit note belonging to a financial year and within the time limit as per provisions of GST provisions.

- Reconciliation of ITC working as per inward register and GSTR 2A/2B report and related working as provided by the company. Further, we have reviewed the report of matched/mismatched transactions between the company's purchase register and GSTR 2A/2B data. i also understand the process of availing ITC of mismatched transactions.
- The inward supplies transactions on which GST is to paid under reverse charge mechanism as the relevant notifications and also examine the eligibility of ITC on the tax paid under RCM.
- Calculation of reversal of Common credit of ITC as it is used together for selling both exempt and taxable supplies as per Rules 42 & 43 of CGST Rules, 2017.
- Report of ITC to be reversed by the company for which Company has not make payment to vendors within 180 days from the invoice date. If company fails to make payment within 180 days from the invoice date, the ITC already claimed need to be reverse and interest must be paid on such ITC.
- Certain items listed down that are not eligible for ITC claims under Section 17(5) of the CGST Act, known as blocked credits under Section 17(5) of the CGST Act, we have examined that no such ineligible ITC company has claimed in that respective month.
- The computation of taxes payable, input tax credit available for availment, distribution and reversal (including reverse charge mechanism) .

Maintain GST records

- Providing support and required information to the senior team on matters pertaining to GST, updates and changes in GST laws.
- **Export** - registered person availing the option to supply goods or services for export without payment of integrated tax (IGST) shall furnish, prior to export, a bond or a letter of undertaking in from GST RFD-11 to the jurisdictional commissioner

☐ Maintain SCN/Commissioner Appeal/Tribunal Records & preparation Appeals in prescribed format

☐ A keen learner with good relationship management skills in dealing with customers, vendors, GST Jurisdictional Officers and other external agencies.

Accounts

- ☐ Purchase & Sales Entry update in System
- ☐ Day to Day Voucher Entry update in System
- ☐ Cash / Bank Reconciliation

Job Profile: - STORES/ Logistics

- ☐ Receipt of incoming materials
- ☐ Classification & coding of material receipt.
- ☐ Preparation of all type GRN
- ☐ Identification of all material Stored
- ☐ Material handling its storage and preservation items
- ☐ Storage of Material without deterioration and damages.
- ☐ Maintain FIFO method.
- ☐ Issue of material and packing material production dept.

Job Profile: - STORES/ Logistics

- ☐ Preparation of Purchase Rejection Invoice.
- ☐ Preparation of daily stock records
- ☐ Raw Material Planning based on present stock & stock in transit.
- ☐ Monthly Stock Taking of all material
- ☐ Dispatch the material as per planning.
- ☐ Communication with transporters for dispatch.
- ☐ Weight the tanker/truck for loading/unloading.

- ☐ Calibration of Electronic Weighing balance.
- ☐ Arrangement of scrap disposal on weakly basis

MAJOR ACHIVEMENT :

1. SUCCESSFULLY Handle THE Excise Audit EA 2000.
2. Achieve excellent work in Excise awards in MAHINDRA Renault pvt ltd (Goagad Logistics)-2009.
3. Having credential of implementing ISO and maintaining of its documentations

IT'S PROFICIENCY

- ↺ MS Office – 2003
- ↺ ERP System: A tailor made ERP package for Robert Bosch, runs on AS/400 Platform(PRMS)
- ↺ SAP system working environment
- ↺ Tally & Internet.

ARTICLESHIP TRAININGS

- ↺ Employment Trainee for quality Inspection of Finished Goods to M/s. Samsonite India Ltd. Gonde, Nashik in 20.09.2001-29.12.2002.

EDIFICATIONS

- ↺ Graduate in Commerce (Accounts, Purchasing & Store Keeping) from KTHM College, Nashik, Pune University in 2000.

Standard	Year of passing	Percentage %	Name of university	Name of college
S.S.C	1993-1994	61.14 %	University of Pune	R.P.Vidhyalaya
H.S.C	1995-1996	42.50 %	University of Pune	K.T.H.M. College, Nashik
B.com	1999-2000	50%	University of Pune	K.T.H.M. College, Nashik
I.T.I (Fitter)	1996-1997	67.50%	University of Y.C.M	Y.C.M, Nashik
I.T.E.S (Fitter)	1996-1997	63.50%	University of Mumbai	Y.C.M, Nashik

Work strength

Personal

- **Good communication skills**
- Ability to work in team**
- **Ability to Hard work**
- **Friendly by nature**
- **Easily get adjustable with new environment**

work

Good knowledge of GST & Commercial
Sound knowledge of Accounts & Logistics Stores activities
Working on MS Office
Operating knowledge of SAP /ERP

WEAKNESS : AGGRASIVE TO GET THE WORK DONE

Present Address

B-506,Saswat Mahadev-3,Nr.Galaxy township, RAF CAMP Road, Nr.Canara Bank Vastral, Ahmedabad ,Gujarat –Pin code No. 382418

Sex : Male

Nationality : Indian

Marital Status : Married

Languages : Gujarati,Marathi English, Hindi

Salary expected: As per industry norm or Negotiable

Date of Joining - To be relieved early – I require to pay Three Months Salary – Can Join early if 50% Amount is reimbursed.

Myself

An upbeat, self-assured and ambitious young man. Assertive in nature, clarity in thought, problem solving approach in work and ability to plan and implement. As of my personal side my family is my strength as well as my weakness. Ambition in life is to reach the heights in the field I am working, for which prerequisites would be, honesty, hardworking and determination to success. My so called lesser positive strengths are sensitiveness and my frankness.

Declaration

I consider myself familiar with GST, Account Stores & Logistics Aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Ahmedabad

(HITESH R.BHATT)