

NITINKUMAR DUDHATRA

Mobile No : 98798 64038
E-Mail: Dudhatra.Nitin@gmail.com

Profile

An accounting professional with over ten years of experience in terms of knowledge, skills and attitude to effectively use my analytical abilities and professional competence in the areas of **Taxation, Accounting, Auditing, Finance and Insurance.**

Career Highlights

- ❖ Nandan Denim Ltd. (From June 2014 to Present) (9 Years & 2 Months)
(A leading Public Limited -Denim Manufacturing Company)
(Senior Taxation Office)
- ❖ A. B. Kothiya & Co. (From April 2011 to May 2014)
(A leading Chartered Accountant Firm)
(Article Assistant & Assistant Accountant)

Job Profile & Work Experience

➤ Computing :

- ❖ Knowledge of fully computerised environment having Proficiency in Windows, MS-Office.
- ❖ Knowledge of Various Accounting software i.e., Tally ERP, Tally Prime, ERP & SAP (HANA).
- ❖ Knowledge of Various Tax software i.e., Genius, Saral Tax, Skorydov, & All Java utilities
- ❖ Knowledge about various online return preparation utilities of Income Tax, TDS & GST.
- ❖ Knowledge about various online payments of taxes i.e., Advance Tax, Income Tax, TDS & GST.
- ❖ Effective knowledge of Internet and other utility software use on govt. sites.

➤ Indirect Taxation

- ❖ Having experience in Indirect Taxation GST.
- ❖ Having experience to Prepare details to file GST returns i.e., GSTR 1, GSTR 3B.
- ❖ Having experience to verification GST ITC and Reconciliation of the same.
- ❖ Having Knowledge of E-way Bill Generation, verification Outward supplies on E-way Bill Portal.
- ❖ Having Knowledge of GST Compliance, Audits and Assessments.

➤ Direct Taxation

- ❖ Having rich experience in direct taxation to prepare and file tax returns.
- ❖ Having experience to file all income tax returns (ITR), Tax audit report (3CA/3CD), and Domestic transfer pricing report (3CEB).
- ❖ Having experience to file All TDS returns i.e., 24Q, 26Q, 27Q, 27EQ.
- ❖ Having Knowledge to prepare all TDS forms like Form 16, 16A, 27D.
- ❖ Having knowledge to handle TDS & TCS new compliance 206C & 194Q declaration from vendor and customers.
- ❖ Experience to preparing salary TDS calculations, Tax declaration, Tax working, Tax payment & Full & Final working.
- ❖ Preparing and filing reply of the notices that are issued by the Income tax department on regular basis i.e. Regular Assessment, TP Assessment, Appeal Filing, etc.

➤ Accounting:

- ❖ Having good knowledge of prepare and finalized Annual balance sheets, Profit and Loss and other statement of company's financial position.
- ❖ Prepared Audit report & Tax Audit report and provide summary report to management.
- ❖ Having knowledge of Monitoring and controlling day to day accounting like, Income-expense accounting, Accounts payable, Accounts receivable, Salaries, Banking & Fixed Assets Accounting.
- ❖ Provide functional & practical direction to audit staff as recognized audit query.

➤ Finance:

- ❖ Having knowledge of maintaining working capital and term debt from bank.
- ❖ Working knowledge of loan disbursement and its repayment for new projects.
- ❖ Preparing monthly & Quarterly Information report which are to be submitted to bank.

➤ Insurance:

- ❖ Knowledge of taking quotes and taking policies for various insurance like, IAR, Fire, Marine and Car Insurance.
- ❖ Having knowledge of Inspection for policies & claims settlements.

Key Skill

- ❖ Direct & Indirect Taxation (Experience of 10 Years)
- ❖ SAP (Experience of 9 Years)
- ❖ MS office Excel (Experience of 10 Years)

Educational Qualifications

Degree	School/College/Institute	Year	Percentage
CA (Inter)	ICAI	2012	51%
L.L.B	S P University	2012	51%
B. Com.	S P University	2009	64%
H.S.C.	Gujarat Board	2006	79%
S.S.C.	Gujarat Board	2004	71%

Personal Details

- ❖ Date of Birth: 28th June, 1989
- ❖ Marital Status: Married
- ❖ Religion: Hindu
- ❖ Address: Nikol, Ahmedabad-382350.
- ❖ Whether available to be relocated: No

Declaration

I hereby declare that all the above information given is true to best of my knowledge and belief.

Nitinkumar Dudhatra