

CURRICULAM VITAE

ANILKUMAR R. DUPARE

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Career Objectives: -

To gain experience in the field of accounting and utilize my skills, in order to increase productivity of organization and individual growth.

Academic Qualification: -

Degree	Board/ University	PERCENTAGE	Year
M.COM	Gujarat University	52	2015
B.COM.	Gujarat University	60	2013
H.S.C	G.S.H.S.E.B.	82.57	2010
S.S.C	G.S.H.S.E.B.	65.85	2008

Work Experience: -

Organization	TATA CONSULTANCY SERVICES LIMITED
Designation	Sr. Associate - Taxation
Duration	March 2016 to till date

Taxation:

- Handling GST and TDS matters.
- Timely Payment & E-filing of monthly GST Returns for 23 registrations.
- TDS & TCS Payment, E-filing, Generating TDS Certificates & TDS Query.
- Reconciliation of purchase for GSTR 2 A Returns.
- E-waybill generation for 23 GST Registration.
- GL reconciliation and GL clearing in SAP.
- Preparing MIS data as per internal/Statutory Auditor's and Higher Management's requirement.

Accounts Payable:

- Creation of new vendor code in SAP
- Extension, Modification and Block/Unblock of existing vendor in SAP.
- Generating Purchase request, Purchase Order, Service entry in SAP.
- Creating GR and Invoice booking (MIRO & FB60) in SAP.
- Vendor Reconciliation and Vendor clearing.
- Journal entries

Accounts Receivable:

- Creation of new Customer code in SAP
- Extension, Modification and Block/Unblock of existing Customer in SAP.
- Pricing of Material in SAP.
- Generating Sales order, Delivery order and Tax Invoice in SAP.
- Customer Reconciliation and Customer clearing in SAP.
- Journal entries

Achievements: -

- Awarded as “**STAR PERFORMER OF THE MONTH**” for Jun-16 within four months from joining in TCS.
- ‘**Best Team Award** ‘ for filling GST returns within timeline for 23 Registrations in Introduction phase of GST.

Organization	PRAKASH BHAVSAR & ASSOCIATES (CHARTERED ACCOUNTANT)
Designation	AUDIT ASSISTANT
Duration	April 2013 to Feb 2016

- Handling VAT/TDS/Service Tax/Income Tax/ROC matters.
- Application of Service Tax Registration, Timely Payment & E-filing of Service Tax Returns.
- Application of VAT & CST Registration, Timely Payment & E-filing of the VAT/CST Returns.
- TDS & TCS Payment, E-filing, Generating TDS Certificates & TDS Query.
- Preparing Income tax returns and online Submission.
- Audit work for Partnership and Proprietorship firm.
- Preparing Audit Reports/Tax Audit Reports and online submission.
- Handling of VAT Assessment and other Department Related work.
- Uploading Form AOC-4 and MGT-7 on ROC portal.

COMPUTER KNOWLEDGE: -

- Working Knowledge of SAP(FICO) i.e. Entry posting GL clearing, Quality check for transactions etc.
- Practical knowledge in tally ERP 9 application.
- Practical knowledge of M.S office and Internet.
- Practical Knowledge of Saral TDS (Relyon) Software.
- Practical Knowledge of Spectrum TDS (KDK Software) software.

PERSONAL DETAILS: -

Birth Date : 16th July 1993.
Gender : Male.
Marital status : Single.
Language Known : English, Hindi, Gujarati, Marathi
Nationality : Indian

PERSONAL ABILITIES: -

Hardworking, Enthusiastic, Quick learner committed towards work & Good communication skill.

DECLARATION: -

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: - AHMEDABAD

ANIL R. DUPARE