

CURRICULUM VITAE

SIDDHARTH C. SHETH
(B.Com, Inter CA)

Address:

C-104,
Sparsh Arishtha,
New Vasna,
Ahmedabad-380007

Contact :

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Personal Details:

DOB: October 9th, 1992
Gender: Male
Marital Status: Single
Native: Limbdi

Personal Skills:

Quick Learner
Leadership Quality
Decision making

Hobbies:

Reading
Music
Sports

Languages Known:

English, Hindi, Gujarati

Areas of Interest:

- Business Expediency services
- Strategy Formulation
- Controlling substance
- Complexity Analysis
- Taxation, Audit
- Accounting
- TDS

Knowledge of Information

Technology:

1. MS Office
2. Tally 9 software
3. ERP system software
4. E-Commerce
5. Saral Software

Career Objective

- Harnessing the opportunities.
- Addressing the challenges presented by the rapidly changing environment.
- Serving organization through trustworthiness and independent professional skepticism
- Good governance even in a class competency in accounting, assurances, taxation, finance and business expediency services.

Education Profile:

Sr. No.	Examination	Board/University	Year of Passing	Percentage
1	CA INTER(IPCE)	ICAI	Nov-2011	52.00
2	T.Y.B.Com	GUJARAT	Mar-2012	55.00
3	H.S.C.	GUJARAT	Mar-2009	84.29
4	S.S.C.	GUJARAT	Mar-2007	58.15

Work Experience

1. Worked with Painter & Associates (Ahmedabad based C.A Firm), as an Article Assistant from April, 2012 to March 2015.

Work Experience with following Companies related to Accounting, Auditing, Taxation, Business Expediency services:

- Celzone Electronics Pvt. Ltd.
- Vaibhav Publication Pvt. Ltd.
- Konark Plastomech Pvt. Ltd.
- Krishnaraj Industries Pvt Ltd.
- Ratnam Stone Exports
- Soniz Procon Pvt. Ltd.

2. Worked with R.R.S & Associates (Ahmedabad based C.A Firm) from April, 2015 to 15th June 2017.

Work Experience with following Companies related to Accounting, Auditing, Taxation, Business Expediency services:

- VRA Infrastructure Pvt. Ltd.
- Kataria Automobiles Private Limited
- Ambica Timber Mart
- Jamnagar Tours & Travels Pvt. Ltd.
- Minaxi Textiles Ltd.
- Vimal Dairy Limited (Mehsana)
- Punjab Automobiles Pvt. Ltd.
- Victory Ceratech Pvt. Ltd.
- Kataria Automobiles Private Limited

3. Taxation , Auditing and Legal :

Preparation of Computation of Total Income and filling of Income Tax Returns of Private Limited Companies , Partnership Firms, Individuals, TDS returns of Individual ,Companies and partnership firms.

4. Currently Working with Group of Akhandjyot as a Senior Accountant from 21st June 2017 to till date

Brief description of the Company: Company is involved in Multiple businesses, which is divided under the name of Akhandjyot Energy & Power Products Private Limited, Akhandjyot Eclat Private Limited, Akhandjyot Jewels LLP, Akhandjyot Foods & Beverages and Akhandjyot Global Konnect venture LLP, Having prime business is Manufacturing and trading of LED & Solar Light Products, Bullion Business (Physical Trading of Gold & Silver) and Food & Packaging (Initial Level). Company having Branch at Ahmedabad, Rajkot, Hongkong, Dubai and South Africa (Bukavu)

Overall Role & Key Responsibilities in the Company:

➤ Accounting:

Maintaining Records of Purchase, Sales, Journal Vouchers, Bank Book, Bank Reconciliation, Cash Book, Debit Note, Credit Note, Purchase Order, Sales Order, Inventory record, Manufacturing Accounting, B.O.M. Entries, Various Provisions for statutory dues, Interest calculations for secured & Unsecured loans, Depreciation Calculation, Import Entries. Necessary changes to be made in tally for GST Effect, Multiple Tax Entries of GST along with effect of TDS, Maintaining GSTR-1, GSTR-2, GSTR-3B, Reverse charge Mechanism Effect and all other miscellaneous accounting entries.

➤ Auditing & Legal:

Internal Reconciliation & Scrutinization of All Purchases with Purchase order, Purchase bill and GSTR2A, Sales with sales bill and sales order, Expenses with voucher, Other Incomes along with necessary documents, Ledgers of Creditors and debtors along with Confirmation of account at the end of every month & quarter, Periodically Physical Stock verification,

Help Auditor in finalization of Balance sheet and Profit & Loss account, providing them necessary tools, Documents, Bills, Statement and explanation if any queries arise.

➤ Continuous Training and Guidance deliver to Accounts Team, taking interviews for the Account Personnel, Delivering Training to new Employees, and get them ready for the Accounts of the company.

➤ Monitoring & Reviewing Overall Accounts & Finance of All Group of Companies.

➤ Direct Tax:

- Income Tax: Calculation and payment of Advance taxes, Planning of Income to be shown in Financial statement and calculation of Income tax, Preparing Computation of Directors, Filing Income Tax Return and payment of tax, Reply Notices related to income tax for the company and Individual, following up for the refund process and make sure return processed at CPC.
- Employee Taxation: Calculation of Income tax sheet for the employees of the company at beginning of the year, Preparing Employee Declaration form, Collecting Proof at the end of the year and revise calculation if required.
- Tax Deducted at Source (TDS) : Application for TAN card , Registration of TDS, Preparing TDS Sheet, Payment of TDS, Filing TDS return, Issuing Form 16 and Form 16A Quarterly and Yearly , Reply of TDS notices relating to late payments, late fees, Short Deduction etc., Clearing Prior Period dues and make sure all compliances has to be followed up and return to be uploaded correctly.

➤ Indirect Taxes: Goods & Service Tax (GST):

- Registration under GST Portal for the Companies, Partnership firms, Trusts, Individual.
 - Monthly (for regular Dealer) Preparing GSTR 3B & Quarterly (For Composite Dealer) Preparing GSTR 4 and Filing same on the GST Portal.
 - Monthly Preparing & Filing of GSTR1 for sales on GST Portal
 - Monthly Reconciliation of GSTR 2A for Purchase
 - Compliance of goods and services covered under Reverse charge mechanism.
 - Registration & Generation of E-way Bill.
 - All legal and necessary Compliances related to GST
- Dealing with CHA Agent for Import of goods, Preparing and providing necessary documents like Bill of lading, Original Invoice copy, Original Packing List, Certificate of Origin, Insurance Policy, Purchase order & Performa Invoice, Payment Proofs, catalogue/ Technical write up, GATT & Import Declaration, IEC Copy, Previous Bill of entry and any other documents.
- Preparing Cost Sheets, Set Break Even Point, Evaluating and Comparing Market Price of the Product, Considering the above facts & effects, Decide Product Pricing and from them decide Procurement Price.
- Establishment of Sales Target, Incentive Scheme, Periodic evaluation of the Sales Team Vis-à-vis Production Planning, Production Target and Production realization, Analysis of sales, production and procurement with a view of financial Aspect and Preparing the report.
- Preparing MIS Reports, aging reports for Bullion business, calculation of avg. Premium and Discount offer to customer, Preparation of Parity Sheet for Import of precious metals.

Apart from above, I have good experience in, Scrutiny cases, handled more than 200 Scrutiny cases, TDS Returns, Income tax return, Refund Re-issue cases and other legal compliances at Income tax department, Compliances of all statutory and legal liabilities etc.

I hereby declare that the information given are true and best of my knowledge and belief.

Siddharth Sheth
Place: Ahmedabad