**Mr. NAIMESH PATEL**

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**Synopsis:**

Started my articleship training of 3.5 years in **December 2006** under mentorship of CA Aniket B Shah covering the areas of **auditing** and reporting (internal and statutory), service tax and income **tax scrutiny** of various clients including **UGVCL (Himmatnagar Division), Nirma Ltd.**, Himalaya Group of Companies. Since June 2010 3 years, worked with **Himalaya Group of Companies** looking after income tax, TDS and service **tax related matters** and ledger scrutiny and support in **accounts finalization**. Also managed the project finance work for various construction projects of the group. Later worked at **Nehru Foundation for Development** for approx. 2.5 years starting from January 2015 handling various **project accounting** (locally & foreign sponsored) and support to CFO in **finalization of accounts**. Later for 1 year worked at **Nirma Ltd. till October 2018,** as an Officer, initially in Account **Payables** later on with Company’s Central **GST** Team. Currently working with **ITC Ltd. since November 2018** as a Finance Executive primarily looking after branch account **payables** **and GST** related matters for Gujarat.

**Work Experience:**

Since November ’18:

Working as a Finance Executive at ITC Limited (Trade, Marketing & Distribution [TM&D], Ahmedabad Branch)

* GST and other tax compliances
  + Monthly verification of Outward Liability, RCM Liability and Input Tax Credit of TM&D for the state of Gujarat
  + Monthly filing of GSTR-1 and GSTR-3B along with GST payment for the state of Gujarat
  + Annual filing of GSTR-9 and GSTR-9C of Gujarat in co-ordination with Central Tax Team
  + Quarterly filing of ITC-04, filing of DRC-03 and any amendment application for Core / Non-Core fields over GST portal for Gujarat, as and when required. Annual submission of LUT for Exports under GST for Gujarat
  + Maintaining various monthly or periodic MIS related to GST
  + Identifying and getting involved in clearing out any GST credit risk from any vendors dealt by TM&D, Ahmedabad Branch
  + Handling VAT/CST assessments for past periods along with GST assessments for current period for Gujarat
  + Various work under Gujarat Prohibition Act (for Spirituous products) like product addition, obtaining import permits, monthly / annual return, renewal of license, etc.
  + Controller of all statutory compliances required to be followed pertaining to business done by TM&D, Ahmedabad Branch, like valid Drug license, valid FSSAI license, S&E Certificate, E-waste rules, etc. Related MIS also being maintained on monthly / periodic basis
  + Complying to any notice / enquiry / letter received under any statutory act as per the stated requirement with support of Central Legal Team
* Support to Warehouse team and related work:
  + Support to warehouse team in smooth and ongoing warehouse operations and controller of all documentation for every movement at 2 warehouses dedicated to TM&D, Ahmedabad Branch
  + Conducting Weekly and Monthly PSV activity at warehouse by independent auditor as per defined SOP / guidelines
  + Timely D&D activity to be carried out for damaged / expired stocks at warehouse as per defined SOP and provide necessary accounting and GST treatment for the same
* In the area of accounts payable, verification work of all kind of purchase vouchers and approving the same for further payment process. Also approving various reimbursement form of expenses and related advances of all branch employees as per applied norms
* Support to supervisor in various audits / reviews like corporate audit, statutory audit, IFCR, etc.
* Keep check on customers’ GST return filing status, FSSAI license status and other legal requirements for uninterrupted business
* Conducting insurance survey and processing insurance claims for any kind of loss pertaining to finish goods or branch assets
* MIS reports on various other aspects related to branch like monthly TCS details, monthly provisioning of branch expenses, monthly review of open purchase orders / transactions, daily cash balances and monthly employee advances, etc.
* Controller of Branch operations, dealing with vendors and related work of contracts / agreements / orders with those vendors

November ’17 to October ‘18:

Worked as an Officer at Nirma Limited

* Making monthly payment of GST with all required calculations.
* Maintaining various monthly MIS related to GST.
* Compliance to internal audit and statutory audit related to GST.
* Support to supervisor during compliance to various GST notices by authority.
* Analysing the eligibility of credit on GST charged over inward supplies. Also working out the tax liability under reverse charge mechanism for inward supplies.
* Verifying and approving of purchase bills and processing respective party payments.

January '15 to October ‘17:

Worked as an accountant at Nehru Foundation for Development (deputed to Centre for Environment Education, supported by Central Government)

* Maintaining books of accounts for various projects sponsored by Foreign Contribution and some of the projects that are locally sponsored and self sustainable i.e. accounting of purchases, receivables, JVs and processing payments / transfers.
* Processing for foreign remittances and related taxation matters along with online filing of required forms.
* Support to Accounts Officer during finalization of accounts, compliance of various audits and in preparation of required MIS reports.
* Work related to TDS on salary and foreign remittances that include calculation, deposit, return filing and issuing certificates. Filing of required correction statements for TDS on salary, other than salary and foreign remittances.
* Support to Programme Directors & Programme Monitoring Unit in preparation of group budgets, fund utilization reports and respective project audits.
* Various inter group recoveries on timely basis.

November '12 to September '13:

Worked as a Finance Executive with One Ameem Advisory Services Pvt. Ltd. (Professional Consultant)

* Preparation of Financial Reports, CMA Statement and other reports relating to any loans or borrowings as per the clients’ requirements.
* Post-sanction documentations and report submissions to the banks/FIs regarding those loans taken by the clients.

June '10 to February '12

Worked as an Assistant – Accounts & Finance in Himalaya Buildcon Private Limited (Himalaya Group)

* TDS and service tax related work.
* Ledger scrutiny and finalization of accounts.
* Preparation of financial statements.
* Filing of Income tax returns.
* Preparation of Financial Reports, CMA Statement and other reports relating to project loans.
* Post-sanction documentations and report submissions to the banks/FIs regarding the loans taken.

December '06 to June '10

Served as an articled and auditing assistant to C.A. Aniket B. Shah (M/s. Aniket B. Shah & Co.) under the articleship training during the course of C.A. studies

* Visited some of the known companies like Nirma (Baroda), UGVCL (Himmatnagar Division), Himalaya Group of Companies and to some of the local Ahmedabad based manufacturing companies for audit work.
* Worked upon service tax and TDS related matters and various scrutiny matters for the firm’s clients.
* Preparation of audit reports, filing of income tax returns, preparation of financial reports and also been engaged with companies’ formalities with ROC (Registrar of Companies).

**Professional Qualification:**

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| --- | --- | --- |
| **Course** | **University / Board / Institute** | **Year** |
| CA-PCC (Inter CA) | Institute of Chartered Accountants of India | 2011 |

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course (English Medium)** | **University / Board / Institute** | **Year** | **Percentage / Class** |
| B.Com. | Gujarat University | 2006-09 | First Class |
| H.S.C.(General Stream) | Gujarat Board | 2005-06 | 73.20% |
| S.S.C. | Gujarat Board | 2003-04 | 70.00% |

**Areas of Expertise:**

* Taxation
* Accountancy
* Finance
* Management

**Key Competencies:**

* Tech savvy. Presently working with SAP and E&Y’s ASP System. Well versed with Tally ERP and various accounting and tax related software.
* Good communication and interpersonal skill

**Personal Details:**

Languages known : English, Hindi and Gujarati

Strengths : Versatile and Dedicated

Hometown : Ahmedabad, Gujarat

DOB : 22nd May 1989

**References:** Will be furnished as and when required