**Naresh Kumar Jajani**

**Communication Address- Permanent Address- H. No.75, Chandra Nagar**

**A-38,Tirupati Royal Gopal Pura Bye Pass, Jaipur (Rajasthan)-302018**

**Mehsana, Ahmedabad Email id-** [**nareshja75@gmail.com**](mailto:nareshja75@gmail.com)

**Gujarat - 384002**

Mob: 94262-03140, 6359810287

*Seeking challenging assignments in the domain of Accounts/ Finance with an organization of high repute.*

**Professional Skills**

* An experienced **Associate Cost & Management Accountant** Professional with Institute of Cost Accountants of India & **MBA Finance** from Rajasthan Technical University, Kota
* Presently working with **Suzuki Motors Gujarat Private Limited** **as** **Deputy Manager- Indirect Taxation**.
* **Working knowledge of MS-Office & different Accounting software i.e. SAP-FICO, Oracle R12, Tally. & Different Industries i.e. Chemical, Pharma & Automobile etc.**
* **Having knowledge of GST implementation, Payment of Tax, Filling of GSTR-1 & 3B returns monthly, Working of Output Tax Liability and Reconciliation of Books with 2B Monthly, Prepare, Verification & Filing of Annual Return GSTR-9 & GSTR-9C, Refund Filing, Prepare Documents for Audit & Participate in representing case with reply against SCN, Assisting in appeal before Commissioner and/or CESTAT etc.**
* **An impressive communicator with interpersonal, team building, presentation and analytical skills**

***Total Professional Experience – 10+ Years & Counting***

**Current Experience: From Jan-19 to till**

**Company** - **Suzuki Motors Gujarat Pvt. Ltd, Ahmedabad, Gujarat (Car Manufacturer)**

**Designation**  - **Deputy Manager – Indirect Taxation**

**Working** - **Since Jan-19.**

**Key Job Responsibilities**

**Goods & Service Tax**

* Ensuring GST Returns filed on time of all registered companies across India & facilitation for timely completion of Annual compliance under GST law & having smooth closure of GST audit statement (GSTR-9C) on yearly basis.
* Ensuring timely availment and utilizing of ITC/RCM on input, input services & capital goods for domestic as well as international transactions and Implementation of changes under GST compliance framework.
* Assisting tax leadership for various internal projects across process automation and improvement.
* Support for filing application for advance rulings and writ petition under GST law if needed.
* Providing support to cross functions on routine GST issues/queries.
* Engaging with consultants to obtain advice on various tax matters & putting tax control framework in place.
* Ensuring GST Input Tax Credit Reconciliation (2B & PR) monthly & yearly basis to avail eligible ITC under GST law.
* Handling various GST/VAT/CST/Service Tax litigations if any & supporting business unit for filing SCN replies/appeals/department queries etc. & provide supporting department contingency liabilities working as per INDAS requirement.
* Support and provide consultation to team members for filing refunds & other related issues.
* Assisting for smooth closure of GST audits/other tax matters/proceedings initiated by tax department
* Ensuring and evaluating applicable regulations such as tax, accounting to ensure transactions are recorded in compliance with applicable provisions of GST law.
* Explain key requirements and purpose of regulations and implications to the business unit to educate relevant stakeholders.
* Leverage various tax technical resources by researching applicable regulations, tax code and case law to ensure tax are recorded in compliance with GST Law and to minimize the future litigation if any arises.
* Ensuring timely commitment of target set with team members and conduct trainings for internal customers to update the provisions of GST law.
* Taking on new opportunities and tough challenges with a sense of urgency and commitment.

**A.P. & TDS Management**

* To provide necessary data of Taxation GL, Payables GL, Vendor reconciliation confirmation etc. for quarterly book closure for board meetings.
* Assisting in flash report to management i.e. sales report, purchase report, tax liability and input tax credit report etc. on monthly basis.
* To ensure appropriate deduction of TDS u/s 94C, 94J, 94H, 94I & 95 etc. and audit of journal entries so made by subordinates to discharge the liability on or before due date as per income tax law.
* Filing TDS return on quarterly basis of 26Q, 24Q etc.

**Previous Organizational Experience Experience: From Jul-18 to Jan-19**

**Organization**  **- Biotech Vision Care Pvt. Ltd., Ahmedabad, Gujarat (Pharmaceutical)**

**Designation** - Manager – Finance & MIS

**Period** - Since Jul-18 to Jan-19.

**Key Job Responsibilities**

**Banking & Treasury**

* Fund planning at domestic and overseas offices, Restructuring of working capital loan & term loan
* Ensuring Quarterly & Half yearly submission of performance report to bank as per bank format.
* Proper utilization of USD & INR bank accounts funds for domestic, foreign payments and Preparing A1 & A2 form & 15 CB & CA forms for foreign outwards payment.
* Short term packing credit on pre & post export shipments in USD & LC against shipments
* Ensuring Timely payment of bank loan installment & interest in USD currency from EEFC account.
* Timely submission of performance report to credit agencies i.e. CARE & CRISIL.
* Ensuring Domestic payment through RTGS/NEFT

**Statutory Compliances/Taxation**

* Ensuring monthly payment of TDS, return filling & issuance of TDS certificate i.e. 16 & 16A.
* ITC availment & utilization, GST Payment and return filing before due date
* Working on RCM compliance if applicable to organization as per GST rules and discharge the liability.

**Previous Organizational Experience Experience: From Jun-17 to Jun-18**

**Organization** - **Indo Baijin Chemicals Pvt. Ltd. SEZ Dahej, Bharuch (Chemical Manufacturer)**

**Designation** - Deputy Manager Finance

**Period** - Since Jun-17 to Jun-18.

**Key Job Responsibilities**

**Accounting Operations**

* Ensuring monthly closing of Accounts & journalize Forex gain & loss on import purchase.
* Finalization of annual reports at year end and assisting the Auditors in Income tax return filing under IT Act.
* Ensuring regular & proper booking of purchase and Payment processing.
* Involved in receivables and payables Management on weekly basis and coordinating with all the executives for sending reminders letters to customers.
* Journalizing and Handling document of planned CAPEX & Fixed Asset Accounting, Depreciation etc.

**Banking & Treasury**

* Ensuring monthly submission of ECB return to bank & submission of performance report to bank in bank format.
* Proper utilization of USD & INR bank accounts funds for domestic, foreign payments and Preparing A1 & A2 form & ensure compliance of 15 CB & CA forms for foreign outwards payment.
* Preparation of disposal letter and submission to bank for inward from foreign customers.
* Preparing export documents and submission to bank for issuing BRC.
* Ensuring Timely payment of bank loan installment & interest in USD currency from EEFC account.
* Timely submission of performance report to credit agencies i.e. CARE & CRISIL.
* Ensuring Domestic payment through RTGS/NEFT.

**Statutory Compliances/Taxation**

* Ensuring compliance as per SEZ Act, Indirect Tax and Income Tax Act & claiming refund quarterly in Form A-3 & A-4, filing applicable returns & handling assessments.
* Ensuring proper utilization of input credit & timely issuance of form 16 & 16A certificates.

**Previous Organizational Experience Experience: From Dec-14 to Jun-17**

**Organization**  **- Rudolf Atul Chemicals Limited (Textile Chemical Manufacturer)**

**Designation** **-** Deputy Manager Finance

**Period** **-** Since Dec.14 to Jun-17.

**Key Job Responsibilities**

**Accounting Operations**

* Ensuring proper booking of transactions in the system to reconcile the credit due to organization against input
* Draft reporting of financials i.e. P&L account, Cash Flow & Balance Sheet at year end and assisting the Auditors in Income tax return filing under IT Act.
* Ensuring regular & proper booking of purchase and Payment processing.
* Involved in receivables and payables Management on weekly basis and coordinating with all the executives for sending reminders letters to customers. & Handling document of Fixed Asset Accounting, Depreciation etc.

**Statutory Compliances/Taxation**

* Ensuring compliance to the govt. rules and regulations as laid down by statutory authorities’ viz. Income Tax Dept., Service Tax, Sales Tax, Excise & Customs etc.
* Timely online payment of VAT, CST, TDS, Excise & Service tax & filing of monthly Sales tax, Quarterly TDS & Half yearly Service tax return.
* Ensuring proper utilization of input credit on Expenses & Capital Goods as per rules.
* Ensuring timely issuance & receivable of F, C& E1 forms & TDS certificates 16 & 16A etc.
* GST Registration Process from Provisional to Migrated & changes customization in accounting software
* Reporting on Domestic & International related party transactions

**Previous Organizational Experience Experience: Jun-2012 to Dec-2014**

**Organization** - **Purple Manufacturing Private Limited (Gems & Jewelry Manufacturer)**

**Designation** - Assistant Manager- Accounts & Taxation

**Period** - Since June 2012 to Dec. 2014.

**Key Job Responsibilities**

**Accounting Operations**

* Journalizing of transactions and draft preparation of financials that show cases & anticipates the organization's financial position to ensure proper accounting and reporting.
* Involved in receivables and payables planning on a monthly basis and coordinating with all the executives for sending reminders letters to customers for payment as per terms and conditions.
* Handling Fixed Asset Accounting, Depreciation etc.
* Handling preparation of MIS reports and reconciliation statements & Present reports to top management.
* Verifying Journal, Bank , Cash and other expenses vouchers as per internal control system

**Statutory Compliances/Taxation**

* Ensuring compliance to the govt. rules and regulations as laid down by statutory authorities’ viz. Income Tax Dept., Service Tax, Sales Tax, etc.
* Timely filing of TDS deduction of contractors, salary, professional, Service Tax, Sales tax returns, and filing of returns for the same including quarterly e-TDS.
* Ensuring timely issuance of F & C forms to parties & TDS certificates 16 & 16A

**Academic Qualification:**

* **ICAI (** Member of Institute of Cost Accountants of India) in the year 2013
* **MBA (Finance)** from Rajasthan Technical University in the year 2008
* **B.com.** from Commerce College, Rajasthan University in the year 2005

**Personal Dossier:**

Date of Birth : 09-07-1984

Nationality : Indian

Marital Status : Married

Sex : Male

Languages Known : English, Hindi & Gujarati (Understand)

**Name: Naresh Jajani**