

RESUME

JANAK B. THAKKAR

E-301,

Shree Gokulesh Residency,

Near Gurukool, **Dabhoi-**

Waghodia Ring Rd.

Vadodara

MOBILE:9574810758

janakb@rediffmail.com

Carrier Objective.

To achieve consist career growth in an organization by working best of my capabilities in provided challenging position.

EXPERIENCE

- Presently working with M/s. **KYB-CONMAT PVT. LTD**, located at Por, Vadodara, since last 13 years, as Sr. Manager Accounts. Heading Indirect Tax Department under ERP environments. KYB-Conmat Private Limited is Subsidiary of KYB-Corporation, Japan, engaged in manufacturing of Construction equipment, having turnover more than 250 crore. The Company is Leader in Construction Equipment segment & having more than seven branches in India.
I am heading Indirect Tax Portfolio, with help of five team members & Branch executives. We are successfully complying complete GST obligation & handling Export matters, availing all exports incentives.
- Served with Monesh Chemo Engineering Pvt. Ltd. Located at GIDC, Makarpura, Baroda, for more than six years, as Head of Account Department, engaged in manufacturing of Plant & Machinery, Equipment for Chemicals Industries, such as, Auto clave, Vessels, Reactors, Heat Exchangers and Condensers
- Served with M/s. Prakash Thakkar & Co., Chartered Accounts, Leading firm in Indirect taxes, as Tax Executive for 6 years.

PRESENT JOB RESPONSIBILITIES

GST

- Played major roll in implementation GST, Microsoft Navision ERP
- Handling all GST Compliances for branches & HO
- Successfully prepared & submitted GSTR9, GST Annual Return & GSTR 9C, Reconciliation statement for HO & seven Branches for the financial year 2017-18 & 2018-19.
- Successfully filed Trans-1 return
- Handling Inter branch Transfer by observing valuation rules.
- Workout Cross Charge values, HO to branch & branch to HO, & preparation of Cross charge invoice on monthly basis.

- Work out ITC Reversal under Rule 37(1), “ITC Reversal due to non payment to vendor within 180 days”.
- Work out eligible ITC under Rule 36(4), 10% capping of ITC, Reflecting in GSTR 2A.
- Handling Bill to Ship to transaction under section 10
- Reconciliation of GSTR 2A for all establishment.
- Preparation & Submission of GSTR-1 & GSTR 3B.
- Maintaining Inward & outward Job work records & timely submission GST ITC-4 Return.
- Preparing Reconciliation of GSTR-1 & GSTR-3B.
- Recon total expenses with GSTR 3B & GSTR9.
- Monitoring daily inward & outward transaction in view of GST Valuation Rules, Place of supply, Time of supply, RCM, Non supply, Job work transaction, Free sample, FOC supply under warranty, Export transaction etc.

Other Direct & Indirect tax matters

- I have attended numbers of VAT assessment, EA 2000 Audit, Service Tax Audit, Entry Tax matter, Professional Tax Matter, Stop & Establishment matters prior to introduce of GST Regime.
- I have also Handled Compete TDS portfolio.
- Handled Appeals under VAT, Service Tax & Excise.
- Finalisation of Accounts, Preparation of Cash Flow statement,
- Attending Statutory Audit & Tax Audit,
- Attended Income Tax Assessment.

Team member are also handling following activities.

- Credit control Activities, finalizing & monitoring of credit limit of customers. Monitoring outstanding of customers & of region wise Accounts receivable reports on weekly & monthly basis.
- Verification of Delivery of Orders issued by various Financial Institutes & complying terms laid down in delivery order. Timely submission of documents & collecting payment,
- Presenting of LC Documents, for collection of payment & discounting of LC. Issuance of advance bank guarantee, performance bank guarantee.

QUALIFICATION

- Passed B. Com Examination from Sardar Patel University, V.V. Nagar in 1989 with Accounting & Auditing as a major subject.

DATE OF BIRTH: October 23, 1964

Special Skill & Knowledge

1) ERP & Computer Knowledge

- I have good knowledge of Microsoft Navision ERP & aware about mapping of Indirect tax transaction, designed GST Reports. We are complying of tax matters of Indirect Taxes & TDS by using utility & reports of ERP System.
- Good Command over Excel, frequently using V-lookup, Sumif, Sumifs, Nested If Pivot Table etc.
- E filling of all statutory returns under GST, VAT, Service Tax, Excise, & TDS.

Expected Salary : Negotiable