

## RESUME

**JANAK B. THAKKAR**

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### **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**