



### PROFESSIONAL OBJECTIVE

To continue towards the achievement practice and organization objectives and to give more than expectation. To set up new standards of performance. To adopt a methodical approach for work assigned and add value to all engagements by applying my professional knowledge and skills.

### PROFESSIONAL QUALIFICATION

| Examination                 | Institution   |
|-----------------------------|---|
| Chartered Accountant (CA)   | Institute of Chartered Accountants of India, May 2011 (First attempt) |
| Ind AS certification Course | Institute of Chartered Accountants of India, Jan 2021                 |

### ACADEMIC QUALIFICATION

| Examination | Institution                            |
|-------------|--|
| M COM       | IGNOU, 2015                            |
| B COM (P)   | School of Open Learning (SOL-DU), 2011 |
| XII & X     | Jamia Millia Islamia, 2007 & 2005      |

### CORE COMPETENCIES

- Experience and worked in corporate office, manufacturing units and family office.
- Preparation of financial statements as per Ind AS & IGAAP.
- Well versed on different business structures like listed public company, private company, LLP, firms, private trusts, public trusts, individuals etc.
- Handhold experience of GST Implementation & Ind AS implementation.
- Corporate Tax Planning, assessments, compliances both in terms of direct taxation and indirect taxation for different business structures.
- Knowledge of due diligence activities, DRHP activities, IPO activities.
- Handhold experience in family office wealth management, capital markets and different avenues of investment with tax efficient manner including foreign investments.
- Budget preparation and analysis.
- Determining difference between projected and actual financial results to implement corrective actions, also maintaining MIS & reports and evaluating the same for facilitating decision making process
- Preparing MIS statements pertaining to profitability, inventory, sales and management reports relating to Accounts & Finance. Handhold experience in quarterly and financial closings.
- Controlling accounts receivable and accounts payable.
- Performing analytical review of financial statements and evaluation of internal control systems for carrying out internal / statutory/ tax audits /government audit / management audit.
- Experience in managing banking and aware of different banking arrangements.
- Team handling of around 10-12 people.

### POST QUALIFICATION EXPERIENCE

**Company** : Uniparts India Limited  
**Turnover** : INR 1300 Cr.  
**Duration** : Oct 2011 to till date

Uniparts India Limited is an Indian based global manufacturer of agriculture equipment parts and construction equipment manufacturing company, Company operates out of six manufacturing facilities and four warehousing locations across US, Europe and India.

**Working as Senior Manager-F&A from July 2022 to till date in UNIPARTS INDIA LIMITED (Leading F&A in Noida manufacturing unit, PAN India GST compliances and promoter family office)**

**Responsibilities include (from July 2022 to till date):**

**UNIT ACCOUNTING, MIS, BUDGET, TAXATION**

- All Accounts and finance related operations and activities of Noida unit including compliances of direct and indirect tax.
- Monthly, quarterly and yearly closing of Noida unit along with coordination with auditors for closure.
- Preparation of different types of MIS i.e. revenue MIS, inventory MIS, profitability MIS and further analysis for corrective actions.
- Preparation of budgets and analysis of variances with actuals.
- Manages tax audits, GST audits, statutory audits, internal audits and other relevant audits.
- Controlling accounts receivable after invoicing debtors, conducting ageing analysis with an aim to keep receivables under control and collections of payments, etc.
- Ensuring that all payments are made within the stipulated time frame and managing accounts payable within the pre-set parameters.
- Controlling of Fixed Asset Register and adhering for process of capex approval.
- Driving cost saving projects, verification of inventories on perpetual basis, ensuring zero default of MSME's.

**Responsibilities include (from Oct 2011 to till date)**

**INDIRECT TAXATION- GST**

- Responsible for timely, accurate filing of e-returns including GSTR 1, GSTR 3B, GSTR 6 and tax payments and refunds for GST across all units in India.
- Hand hold experience in implementation of GST across all Indian Units.
- Leading GST annual return and GST audit assignment for group.
- Team member for GST implementation in 2017. Hand hold Knowledge for DTA & SEZ units.
- Review and monitoring of compliances, Compilation & Submission of MIS Reports on Taxation including Statutory Compliance to the Management for all India units.
- Assisting in assessments, appellate and other proceedings before the various tax authorities including consulting with legal/ experts.

**INVESTMENTS, CAPITAL MARKET, ACCOUNTING, TAXATION FOR FAMILY OFFICE**

- Responsible for the Family office wealth management function for the promoters.
- Independently analyzing the existing investment portfolio of the company / firms / promoters and advising directly to promoters including taxation planning for the proposed investment opportunities. Reporting of investment MIS on weekly basis.
- Knowledge of taxation on different investment instruments.
- Investments include Liquid funds, short terms funds, accrual funds, long terms funds, gilt funds, non-convertible debentures, real estate funds, venture funds, offshore funds, direct equity, and equity mutual funds etc. along with meetings with various wealth management houses to explore the opportunities.
- Execution of escrow account, pledge of shares etc. for private funding by group companies / promoters.
- Analyzing & advising on different businesses run by promoters like beverages, restaurants, partnership in projects, etc.
- Reviewing the accounting function for promoters' companies, partnership firms / LLP's, promoters and trusts as per Indian GAAP.
- Responsible for income tax planning, Preparation of income tax computations, Calculation of advance tax, TDS and deposit the same on timely manner.
- Responsible for GST compliances for various entities run by promoters.
- Well versed on LRS remittances, investment made through LRS money in international markets, and non-resident remittances, inheritance tax for US residents.

**Responsibilities include (till July 2022)**

**Worked in Corporate office in UNIPARTS INDIA LIMITED**

**ACCOUNTING, AUDITING & BALANCE SHEETS**

- Experience in preparation of financial statements as per Ind AS and IGAAP.
- Controlling of Fixed Asset Register and adhering for process of capex approval.
- Assisting Company manufacturing units for financial closure and audits of their financial books.
- Liasoning with statutory auditors for finalization of balance Sheets/ audit Reports/ tax Audit Reports.
- Review / checking the critical bills before payments for tax benefits / credits and ensure compliances.
- Preparation of budget for corporate office, submission of MIS on monthly basis and analyzing the reasons for difference.

- Team member for Ind AS implementation.

### **Direct Tax**

- Keep track on changes in direct tax and planning & application on the current situation.
- Issuance of form 16, 16A within prescribed time limit.
- Preparing direct tax and wealth tax scrutiny documents & Liaisoning with auditors/ consultants for finalization the same.
- Keep track on various income tax demands/ TDS demands and others demands raised by departments to ensure quick actions against the demands.
- Preparation and filing of returns like Income Tax, TDS, issuance of form 16, 16A within prescribed time limit.
- Knowledge of dividend distribution along with compliances for foreign shareholders.
- Communicating and providing inputs to units for implementation of various amendments in income tax.
- Practical knowledge on sec 10AA for income tax benefits for SEZ units.

### **BANKING, MIS REPORTING AND OTHER FUNCTIONS**

- Involvement in funds management activities required by various units. Reviewing and processing of payments of units through Pay link system and ensuring the maximum utilization of resources by the units.
- Handling of all imports Payments and Foreign Remittances along with filling of 15CB.
- Closing the export bills lodged with banks and Checking of Export Overdue and intimating the same to marketing team for realization.
- Preparation of various MIS & tracking on Monthly basis like litigation report, Profitability MIS, PCFC loans, PSFC loans, FCTL, term loans etc.
- Having exposure regarding incorporation of Company in BVI.
- RBI compliances relating to Foreign Direct Investment ('FDI') and Overseas Direct Investment ('ODI') and Foreign Exchange Management Act ('FEMA')- Annual return on Foreign Liabilities and Assets submitted for Uniparts India Limited, Annual Performance Report ('APR') of overseas subsidiaries.
- Knowledge of Cognos software used for consolidation. Team member for implementation of software.
- Training team members for the application of new updates in the working environment.

### **SPECIAL PROJECTS**

#### **IPO AND DUE DILIGENCE**

- Having working knowledge of DRHP, RHP activities. Responsible for assisting to update various sections in the DRHP and RHP, auditors' certificate for Uniparts India Ltd.
- Providing support in restatement of standalone as well as consolidated Balance sheet for last 3 years while filling of DRHP and RHP of the Company.
- Assisting in providing data for due diligence activity conducted for 3 years.

### **PRE QUALIFICATION EXPERIENCE**

Completed article ship and worked as Article Assistant at M/s Gupta Gopal & Associates from Sep 2007 to Mar 2011

### **COMPUTER PROFICIENCY**

- Proficient in MS office, Tally ERP 9.0, BAAN & ZOHO

### **PERSONAL DETAILS**

|                 |                                |
|-----------------|--------------------------------|
| Date of Birth   | : 25 <sup>th</sup> April, 1990 |
| Father's Name   | : Mr. N. C. Gupta              |
| Languages known | : Hindi, English, Urdu         |
| Marital Status  | : Married                      |
| Hobbies         | : Reading and Cricket          |

### **ACHIEVEMENTS & AWARDS**

- NCC "A" Certificate Holder.
- Spot award by company for contribution in due diligence activity, DRHP & IPO activity.

**Date:**

**Place:** New Delhi

**(Lavan Kumar Gupta)**