SUDARSAN DHANI

**Challenging & Enriching assignments in *Accounts / Financial Operations / Auditing / Taxation***

**Mobile No: 91- 9940250864**

**E-mail Id:** [sudarshandhani@gmail.com](mailto:sudarshandhani@gmail.com)

|  |
| --- |
| CAREER OBJECTIVES |

**To Work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency**

**PROFESSIONAL SNAPSHOT**

* Chartered Accountantwith experience in managing various aspects of Accounts & Finance such as Taxation, Auditing, MIS and Fund Management.
* Proficiency in managing & preparing ledger books and finalization of accounts & preparation of Financial Statements.
* Well versed with modern accounting systems & procedures and valuable experience in activities encompassing the finalization of accounts.
* Preparing MIS and Reporting to the Higher Authorities with the revenue statements.
* Resourceful in managing day-to-day accounting functions.
* An effective communicator with excellent relationship building and interpersonal skills with proficiency in explaining complex financial data.
* A keen analyst with exceptional negotiation skills and abilities in liaising with banks, financial institutions, regulatory authorities and other external agencies.

**ORGANISATIONAL EXPERIENCE:**

1. Having associated with **MARG Ltd**, as an Asst Manager in Accounts & Taxation from Jan 2014 to till date.
2. Having associated with **Lucas Indian Service Ltd**, as an Assistant Manager Audit & Taxation from April 2011 to Dec 13.

**PROFESSIONAL EXPERIENCES**

|  |
| --- |
| Area wise exposure: |

***Accounts:*** Maintenance of books of accounts, passing year end closing entry, ensuring compliance with statutory obligation, consolidation of accounts, filing of companies annual return with ROC.

***Audit:***Conducting Internal audit as per ICAI guideline, statutory audit as per Companies act, tax audit as per Income Tax act, Investigation Audit as per management requirement.

***Tax:*** Preparation of income tax return along with computation, Service tax return, Sales Tax return, TDS return. Tax Planning for individual, Partnership firm and company.

***Management:***Preparing the Budgets and analyzing the variances. Preparing and analysing MIS report for Management like ageing analysis, ledger scrutiny.

Currently, as an Asst Manager- Accounts & Taxation, handling all statutory compliances, audit & tax related matter such as,

* Responsible to maintain Books of Accounts as per Standard Accounting Principles, preparation of MIS, Profitability Report & reporting to Higher Authority.
* Finalization of CENVAT Credit, Filing income tax return, ST, TDS return with tax department
* Responsible for finalization of Accounts.
* Calculation of Reverse Service Mechanism and applicability.
* Coordinating the audit team and providing guidance to the audit team.
* Conducting meeting for sharing the knowledge among employee in organization.
* Active role in connecting with preparation of Financial Statements with Auditors.
* Appearing in Income Tax Department for scrutiny Assessment.

**PROFESSIONAL QUALIFICATOIN**

|  |  |  |
| --- | --- | --- |
| **EXAMINATION** | **INSTITUTE** | **TERM** |
| CHARTERED ACCOUNTANTS | ICAI | May-2011 |

**ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **EXAM PASSED** | **YEAR** | **UNIVERSITY/BOARD** |
| B. COM (HONS) | 2005 | F.M. UNIVERSITY |
| HIGHER SECONDARY | 2002 | C.H.S.E ODISHA |
| SECONDARY EDUCATION | 2000 | B.S.E. ODISHA |

### TECHNICAL PROFICIENCY

* Completed 6 months computer training as prescribed by ICAI.
* MS Office Based Works (Word, Excel, Pivot Table and Power Point etc.).
* Exposure of Accounting Package of Tally ERP, Fact & Fox Pro etc.
* Learning Knowledge in SAP FICO.

**PERSONAL DOSSIERs**

* Date of Birth: 01st March’ 1985.
* Father`s Name: Sri Surendra Dhani.
* Address for Correspondence: Plot No 3,F4,37th Street,Thillai Ganga Nagar,Nanganallur,Chennai-61
* Permanent Address: Nachhibindha, Haladia, Ghanteswar, Bhadrak, Odisha
* Mobile No.: 91- 9940250864 / 8015971556
* Email id-sudarshandhani@gmail.com
* Language Known – English, Hindi, Oriya and Tamil.

**Sudarsan Dhani**