

## CA GUNJAN JAIN

**Address:** 7377, Prem Nagar, Shakti Nagar, New Delhi-110007  
**Mobile#** +91 995-365-3890, **Em@il id:** gunjan09.jain@gmail.com

### CAREER OBJECTIVE

Intend to build a career with leading corporate or firms of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

### WORK EXPERIENCE

Select Group (Corporate Office)-Saket-Delhi	Manager-Finance & Taxation	Jul-2022 till present
<ul style="list-style-type: none"><li>• Review and closure of Financial Statements of Companies, LLP's, Trusts (handling approx. 23 entities)</li><li>• Supervision of accounts and compliances of Select Group entities and ensuring to maintain support &amp; working papers in accordance with companies standards</li><li>• Preparation of Annual operational and CAPEX budget</li><li>• Preparation of monthly MIS pack which includes Finance compliance Tracker, Litigation Tracker, Activity Tracker, Insurance Tracker, Capital Gain/Losses Tracker, Cash flow etc.</li><li>• Closure of Statutory, Internal Audits including Tax Audits</li><li>• Responsible for Statutory compliances i.e. TDS/ TCS/ GST/ Advance Tax/ ITR's</li><li>• Reviewing reconciliation of Inter-unit, Cash &amp; Bank Accounts, GST 2B etc</li><li>• Liaising with Tax consultants on Tax issues, Income tax assessment, Appeals, Pending refunds &amp; demands etc.</li><li>• Ensuring timely renewal of Insurance policies including HNI, CGL, Car, Accidental etc.</li></ul>		
Jaipuria Institute of Management (Corporate Office)- Kirti Nagar-Delhi	Deputy Manager	Jul-2018 to Jul-2022
<ul style="list-style-type: none"><li>• Review and closure of Financial Statements of Companies, LLP's, Trusts (handling approx. 15 entities) on quarterly and Annual basis</li><li>• Supervision of accounts and compliances of Institutes &amp; School</li><li>• Review and Consolidation of Annual operational and CAPEX budget</li><li>• Review and consolidation of comparison of Budgets with Actuals on quarterly basis</li><li>• Assisting auditors for completing statutory and GST annual audits including FA verification</li><li>• Responsible for Statutory compliances i.e. TDS/ TCS/ GST/ ITR's/ Donation Returns in Form 10BD</li><li>• Liaising with Tax consultants on Tax issues, Income tax assessment, Pending refunds &amp; demands etc.</li><li>• Preparing meeting materials in MS-Power Point and MS-Excel for board meeting with CMD and training for team members</li><li>• Preparing SOP's for payments, fee collection, fee waiver, late fine waiver etc. for institutes and school</li><li>• Reviewing documents and tax computations of employees for payroll processing</li><li>• Reviewing reconciliation of Inter-unit, Cash &amp; Bank Accounts, FAR, Account Payable &amp; Receivables, maintain ageing for same</li><li>• Preparing for 15CA/ CB for foreign remittances and apprising the team for GST &amp; TDS compliances thereon</li></ul> <p><b>Special Assignment:</b></p> <ul style="list-style-type: none"><li>• Tracking of Academic &amp; Hostel fee collection and outstanding fee of institutes on monthly basis</li><li>• Transition of school fee software</li><li>• Reconciliation of school data while transition of software</li><li>• Coordinating with Banks for Fee collection, Integration with Fees Software, loans facility for students, payment gateways etc.</li><li>• Registration/ Renewals under 12AA/ 80G of Section 8 companies, Trusts &amp; Societies</li></ul>		
AVC & Co., Chartered Accountant-Karol Bagh-Delhi	Assistant Manager	Jun-2012 to Jul-2018
<ul style="list-style-type: none"><li>• Managing day to day accounting and month end closing of books of clients</li><li>• Responsible for Statutory compliances i.e. Withholding tax, Income Tax, Goods &amp; Services Tax Returns</li><li>• Worked with partner on assessments/ re-assessments, survey cases in Income Tax, Sales Tax, Service Tax in preparing submissions till closure of cases before ITO, VATO, CIT, ITAT</li><li>• Preparation of Sales Tax/ Wealth Tax/ Income Tax computation and filing of returns for clients</li><li>• Worked with partner on preparing opinions on queries received on GST from clients</li><li>• Preparing submissions for releasing pending refund or deleting unwarranted demands of clients at Income Tax/ VAT Department</li></ul> <p><b>Special Assignment:</b></p> <ul style="list-style-type: none"><li>• Assist in DVAT Special Audit. Some major clients were: ✓ Consolidated Construction Consortium (P) Ltd.      ✓ IVRCL Ltd.</li></ul>		

- Managing team of 4-5 articles and played a lead role in editing to releasing various books with partner titled as:
  - ✓ Guide to Delhi VAT (7th edition)
  - ✓ Guide to GST (5 editions)
  - ✓ GST Ready Reckoner (2 editions).
  - ✓ Compendium to Delhi VAT
  - ✓ GST Bill Digest
- Played a lead role within in a team of 4-5 members in setting up an academy for GST classes and coordinating with other professionals in organizing GST seminars. Achieving targets of maximum attendance of professionals in various seminars
- Organising and attending monthly sessions for Income Tax/ VAT/ GST updates

<b>KNM &amp; Associates-Gurgaon-Haryana</b>	<b>Assistant Manager</b>	<b>Jul-2011 to Jun-2012</b>
<ul style="list-style-type: none"> <li>• Managing day to day accounting and month end closing of books of clients</li> <li>• Responsible for Statutory compliances i.e. Withholding tax, Income Tax, Sales Tax Returns</li> <li>• Worked with partner on assessments and other departmental work matters of Income Tax, Sales Tax, Service Tax</li> <li>• Preparation of Sales Tax/ Wealth Tax/ Income Tax computation and filing of returns for clients</li> </ul>		
<b>Special Assignment:</b>		
<ul style="list-style-type: none"> <li>• Worked with partner in preparation of report under section 92E and preparation of transfer pricing benchmark study including the basis of selecting the most appropriate method &amp; computation of Arm's Length Price.</li> </ul>		

<b>Rakesh Khanna &amp; Associates-Panchsheel Enclave-Delhi</b>	<b>Audit Assistant</b>	<b>Jun-2010 to Apr-2011</b>
<ul style="list-style-type: none"> <li>• Worked in a team for Internal Audits of Tour &amp; Travel sector. Some major clients were:               <ul style="list-style-type: none"> <li>✓ Le Passage to India Tours and Travels Pvt. Ltd.-India's largest Inbound Tour Operator</li> <li>✓ Chhabra 555 Fashions Pvt. Ltd.-Retailer with a pan India presence</li> <li>✓ Eastbound Tours &amp; Travels Pvt. Ltd.-Inbound Tour Company</li> <li>✓ TUI- Leading Outbound Tours operating company</li> </ul> </li> </ul>		
<b>Special Assignment:</b>		
<ul style="list-style-type: none"> <li>• Physical verification of cash &amp; handsets at various locations in Delhi for client "<b>Tata Teleservices Limited</b>"</li> <li>• Proof reading assignment for <b>HCL Technologies'</b> Annual report for 2010-11. Highlighting mistakes relating to statement under section 212 to the Company.</li> <li>• Handled physical verification of cash &amp; control documents assignment for North India for <b>Kuoni Travel Group</b>.</li> </ul>		

<b>Mayur Batra &amp; Co, Chartered Accountants-Delhi</b>	<b>Article Assistant</b>	<b>Apr-2007 to Mar-2010</b>
Following experience gained while working with various clients on behalf of the firm <ul style="list-style-type: none"> <li>• Involved in tax planning &amp; filing of tax return of Individuals, Partnership firms, Companies, Expatriates etc.</li> <li>• Preparing computation of Advance Tax, Income Tax, TDS, Service Tax, FBT</li> <li>• Filing other statutory returns TDS, Sales Tax, Service Tax, FBT</li> <li>• Filling application for Service Tax Registration, PAN, TAN of clients including Individuals, Companies, Expatriates</li> <li>• Obtaining ITCC certificates from Income Tax Department for clients.</li> <li>• Maintaining daily books of accounts and closure of financial statements</li> <li>• Preparing reconciliations of Inter-office, accounts payable/ receivable, bank accounts of clients, firm</li> <li>• Replied to various notices received from Income Tax &amp; Revenue Authorities</li> </ul>		

## ACADEMIC CREDENTIALS

<b>Degree</b>	<b>Year</b>	<b>Name of Institute / University / board</b>
Chartered Accountancy	2011	The Institute of Chartered Accountants of India
Bachelor of Computer Science (Hons.)	2007	Keshav Mahavidyalaya, Delhi University, Delhi
Secondary / High school	2003	Govt. Girls Sr. Sec. School No. 1, Roop Nagar, Delhi

## SKILLS

- Planning and Organizing - Refined planning and organizational skills that balance work, team support and ad- hoc responsibilities in a timely and professional manner
- Team Player - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals
- Team Management – Managing team size of 2-3 members
- Communication - Ensuring successful communication via actively listening and probing questions
- Client relationship - Interacting with the clients on a regular basis & providing redressal to all their queries, complaints & handling all clients' relation

I hereby confirm that the above details are true to the best of my knowledge.

CA Gunjan Jain  
21 April 2023