**RESUME**

**GOURI BHATT**

H.no. 2698, Khojgaon,

Kamlakar nagar,

Near Lucky Enterprises,

Ambernath(w): Pin 421505.

Mob :- 9323085979/9975868483.

Email : [*gouri.bhatt@gmail.com*](mailto:gouri.bhatt@gmail.com)

**Career objective**: Looking forward to join a company for job which puts my knowledge and skills to their height of excellence in competitive working environment.

**Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year of Passing** | **Institute** |
| COMPANY SECRETARY | June 2019 | The Institute of Company Secretaries of India. |
| CA. PCC (Inter) | May 2013 | The Institute of Chartered Accountants of  India. |

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year of Passing** | **University** | **Percentage** |
| T.Y.B. Com | March 2009 | Mumbai University | 61 % |
| H.S.C. | March 2006 | Maharashtra Board | 68.50% |
| S.S.C. | March 2004 | Maharashtra Board | 72.26% |

**Work Experience**

# Current Working Status:

**Name of Company : Shriram Housing Finance Limited**

# Duration : From 25.01.2021 till date

## Job Profiles:

# Working as “Assistant manager”- Finance & Accounts and the responsibilities included :

# Handling Treasury and borrowing related entries.

# Handling Monthly interest calculation and properly payment of Term loan & NCD.

* Preparation of IRR calculation data for settlement cases.
* Handling Bank Reconciliation Statements for Current accounts
* Coordinating for preparation of financial statements (related to borrowings) in accordance with IND AS on a quarterly basis.
* Coordinating with auditor for NHB Return (related to borrowings ) matters.
* Coordinating with treasury team for borrowings related matters.
* Providing audit documentation and co-ordinating with senior colleague for timely completion of audit.

# Worked At:

Name of the Firm : **B. James & Co**.

Duration : From 1st Oct 2019 to 30th Mar 2020.

## Job Profiles:

Working as **Assistant Manager, Accounts and Taxation** and the responsibilities included:

* Preparation of reply to notices of Income Tax Authorities and GST Departments.
* Compliance under the Income - tax Act with regard to TDS, Advance tax, etc.
* Filing of monthly/quarterly GST return, looking after refund process
* Handling GST Audit of various clients
* Preparation & Uploading of E- forms of MCA.
* Support past litigation by providing data and liasioning with consultant
* Provide support on various tax matters on need basis.

# Worked At:

Name of the Firm : **Lalit Sharma & Associates**

Duration : From June 2018 to August 2019.

## Job Profiles:

Working as Senior Associate and the responsibilities included:

# Taxation:-

1. **INDIRECT TAX :-**
2. Goods and Services Tax

* GST Registration of various entities.
* Worked out tax liability of GST and filing GST returns & Annual returns.
* Reconcile the GST Accounts with the GST returns.
* Ensuring GST is correctly accounted for within the books of Account.
* Ensuring that company is Compliant with GST Regulations.

1. M-VAT

* Application to MVAT Authority for registration of Assessee and related procedure.
* Calculation of Vat payable & same paid to concern authority.
* Filling of MVAT Return.
* Preparing Vat Audit Report of M-VAT Act.
* Handling M-vat Assessment.

1. Profession Tax

* Calculation of Profession Tax amount and same paid with Concern authority.
* Filling of Profession Tax Return.

1. **DIRECT TAX** :-

* Making Financial Statement of Individual, HUF as per Income tax Act and same filling with Income Tax.
* Making Financial Statement of Firm, Company & Trust as per Income Tax Act & same filing with Income tax.
* Handling various Audit assignments & Preparation of Form 3CA and 3CD for tax audit & Drafting Audit Reports head of accounts.
* Voucher and Ledger scrutiny and insure that booking are done in accurate and correct head of accounts.
* Filing of TDS Return on Quarterly basis and Issuing TDS certificate.
* Preparation of Submission for the assessment of companies, firms, and proprietorship businesses etc.

# ACCOUNTANCY:-

* Accounting Entries in Tally ERP9. For various type of business and different type of Nature.
* Maintaining inventory accounting in tally ERP9.and Making Monthly, Quarterly & Yearly Stock Statement for Finalization.
* Filing ROC Forms.

# Worked At:

Name of the Firm : **Dadlani Rao & Co.**

Duration : From January 2017 onwards to Feb 2018.

## Job Profiles:

* Preparation of reply to notices of Income Tax Authorities
* Compliance under the Income-tax Act with regard to TDS, Advance tax,etc….
* Preparation of Income tax returns of various clients (including Individual, Firms and Companies).
* Adhering to clients GST compliance timeliness as per statute.
* Assist internal and external contacts on GST related queries.
* Preparation, filling number of GST returns on timely basis.

# Worked At:

Name of the Firm : **Patil Builders and Developers**

Duration : From May 2015 onwards to Dec 2016.

## Job Profiles:

* Vendor Invoice Booking, Invoice Processing.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Coordinated subcontractor/vendor requisitions and disbursements
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Review and recommend modifications to accounting systems and procedures.
* Support month-end and year-end close process.
* Ensure that statements and records comply with laws and regulations.
* Bank Reconciliations ,Contractors Accounting, Suppliers Accounting,
* Ledger Scrutiny, Handling Accounts Payable, Resolve Accounting Discrepancies,
* Substantiates financial transaction by auditing documents.
* Tax Implications, Petty Cash Management, etc
* E-filing of Firm Income tax return, Vat, Vat Audit, TDS , Service tax payment and return filing, e-filing of Profession tax
* Secures financial information by completing data base backups.

Name of the Organization : **M/s.Paras Associates (Income Tax & Sales Tax Practitioner).**

Duration : From April, 2013 to to Dec 2014.

## Job Profiles:

* Scrutiny of various ledgers i.e. Cash Book, Bank Book, Journal and BRS.
* Cash and Bank vouching, Purchase and Sales ledgers.
* Checking of fixed Assets registers and depreciation there on.
* Documents financial transaction by entering account information.
* Making and filing of returns for corporate and non corporate clients.
* E- filing of Vat, Service Tax and TDS returns:
* Preparation of Monthly/Qtly Sales Tax Returns.
* Conducted Tax audit of various firms.
* Vat registration process, E-Filing of Profession tax

## Other Work Experience

* Worked in Esco Closures Pvt. Ltd as a Account Executive for 9 months (From August 2011 to April 2012).
* Assume responsibility of accounting procedures
* Gather and analyze financial information for internal use
* E-Filing of TDS, VAT, Service Tax payment
* Inspect account books and accounting systems to keep up to date
* Ensure that statements and records comply with laws and regulations
* Coordinate with company Chartered Accountant for financial advice and audit process.
* Issuing C-form, F-form, and H-form as per party’s requirement.

# PROFESSIONALEXPERIENCE

- During articleship I have assumed responsibilities and met deadlines effectively.

# Articleship Training

**R.R. Anekar & Co (At Dombivali)**

Period Served from 1st April 2007 to 3rd June 2011. Key Learning Includes:

* Income Tax
* Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
* Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings
* Projecting tax liability and calculation of advance tax payable
* Tax audits for Private Companies, individuals and firms
* TDS compliance
* Tax planning
* Statutory Audit
* Statutory audit of Private Limited companies engaged in trading and manufacturing businesses.
* ROC – return filing
* Vat Audit.

Major Client Handle : Vidhushi Wires Pvt. Ltd.

**Computer skills**

* Completed 250 hr. Computer Course from The Institute of Chartered Accountant of India.
* Certificate for IT Training from APTECH Thane as part of ICSI curriculum.
* Knowledge of Accounting Package Tally ERP 9.0,7.2
* Completed MS-CIT
* MS Excel, MS Word.
* Awareness of Internet Access
* Advance Diploma in GST (Goods & Service Tax) from Initiative Institute of Professional Training & Research) Dadar (East).

**Personal Details**

Hobbies : Reading, Badminton Languages Known : English, Hindi, and Marathi.

## Key Strengths

✔ Honest

✔ Problem solving

✔ Goal Oriented

✔ Adaptability

✔ Stress tolerance

**Area of Interest**

* Goods and Services Tax
* IFRS/INDAS

Place: Ambernath(West).

Date:

# DECLARATION:

I hereby certify that the particulars given above are true to the best of my knowledge & belief.

GOURI BHATT.