

Sarju Vasudev Pandey

CA, M.Com, D.T.P, D.L.P

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Career Summary:

- Seasoned Chartered Accountant and Finance Professional over 4 years of practical experience
- Experience in managing overall financial, accounting and auditing operations for the organization
- Handling Direct and Indirect Taxation both etc
- Self-motivated person and Capability to supervise the work of others

Professional Qualifications:

- Chartered Accountancy:
 - CA Final , ICAI , India in November 2012 with 53.12%
 - CA PCE , ICAI , India in November 2009 with 55.16%
 - CA CPT , ICAI , India in November 2007 with 58.50%
 - Certification in Computer Training conducted by ICAI Ahmedabad

Academic Qualifications:

- DLP (Labour Laws) in April-2012 from Gujarat University(GU), Ahmedabad with 56.66%
- DTP (Taxation Laws) in April-2011 from GU, Ahmedabad with 71.66 %
- M.Com in April-2009 from GU, Ahmedabad with 65.12 %
- B.Com in April-2007 from GU, Ahmedabad with 70.88%
- Higher Secondary Schooling Exam in April 2003 from GSHSEB with 74.67%
- Secondary Schooling Exam in April 2001 from GSEB with 70.14%

Work Experience

- ✓ Total Post Qualification Experience : 4 years

Current Occupation and Experience thereat:

■ SAFAL FLEXIBOND PRIVATE LIMITED (from 10thMay 2015 till date)

Address : Plot No.821/A, KUBADTHAL, Ta. Daskroi, Ahmedabad, - 382430, Gujarat, India
Designation : Finance and Accounts Manager
Current CTC : Rs 5.40 lacs p.a.

Company Profile:

- The **Safal Flexibond Private** Limited is a manufacturing company which manufactures Self Adhesive Tape , Customized Printed Tapes, Jumbo Rolls , Advertising Tapes and Packaging Material etc and having strong clients base like Parle , Pepsico , Indian Oil , Idea, Mother Dairy ,Jain Irrigation , Alco Printing and Packaging (USA) etc. Further it is having two different Excise units.

Work Profile with Key Responsibilities:

- **Finance Vertical:** The KEY responsibility to manage fund of the company as a whole, further the areas of financial work comprises of
 - Preparing a monthly stock statement for calculation of drawing power,
 - Handling Bank Stock Audit
 - Issuing /Liquidation of Letter of Credit
 - Using PCFC/EPC Facility
 - Using Invoice Discounting facility and Purchase Order Discounting Facility
 - Purchase Bill Discounting Facility
 - Preparation of documents relating to Inward/outward Foreign remittance
 - Compliances relating to Banking Facilities
 - Entrusted and authorized to look after all kind of Online banking transaction
- **Excise Vertical:**
 - Having responsibility to prepare Data for Excise Return and to get returns filed in time , to get prepared RG 23A, 23C PART I and PART II , DSR etc ,
 - Accountable to comply with Excise Audit documentation
 - Responsible for Preparation of reconciliation statement of Duty
 - Correspondence with Excise Department
- **VAT Vertical :**
 - Having responsibility to prepare data for VAT & CST Returns ,
 - To get maintained registers of payable and receivable FORMS like Form C , H , 402 , and Form 403 ,
 - Fulfilling ITC mismatch calculation compliances ,
 - Further also be responsible to comply with VAT Audit documentation
- **Service Tax Vertical :** having responsibility to prepare data for service tax return , pay S.Tax , maintain Service Tax records as to Return
- **Income Tax Vertical :**
 - Having responsible to get calculated TDS data and get filed TDS statements and pay Advance tax timely with due calculation ,
 - Tax Audit Compliance,
 - Income Tax scrutiny data Compliance
- Ensure timely completion of returns under various laws and tax payments
- Correspondence with Customers and Suppliers
- Co-ordination with Auditors
- Finalization of Accounts

■ AQUACHEM INDUSTRIES PRIVATE LIMITED (from 1st October , 2013 to 3rd May 2015)

Plot No.60, GVMM, Opp. Kathwada GIDC, Ring Road, Odhav, Ahmedabad, Gujarat 382415

Designation : Accounts Manager (CA)

Last CTC : Rs. 3.37 lacs p.a.

Company Profile:

- The Aquachem Industries Pvt. Ltd. is an associate company of "The Kranti Group". It manufactures Plastics Products like PVC valves, uPVC Pipes & Fittings and cPVC Pipes & Fittings etc and having two different Excise units.

Work Profile with Key Responsibilities

- I was maintaining up to date accounting system for both units thereat in Tally ERP, further also handling all kind of taxation matters thereat.
- **Excise Vertical:** had been responsible to file Excise Return, maintain PLA, pay duty, to prepare and maintain data regarding Cenvat and Duty payable for both Units.
- **VAT Vertical :** had been responsible to maintain up to date registers of payable and receivable FORMS like Form C , H , 402 , and Form 403 also being responsible to prepare data for VAT & CST Returns and pay VAT and CST, fulfilling ITC mismatch calculation compliances
- **Service Tax Vertical :** had been responsible to file ST -3 , pay S.Tax , maintain up to date Service Tax records
- **Income Tax Vertical :** had been responsible to calculate TDS and file TDS statements and pay Advance tax timely with due calculation , to file Income tax returns of Directors
- Complying Export Procedures i.e. ARE -1, CT-1 and UT-1 etc.

■ ALDIABLOS INVESTMALL PRIVATE LIMITED (April 2013 to September 2013)

F 101, Mauryansh Elanza, Satellite Cross Road, Ahmedabad -380015

Designation : Chartered Accountant

Last CTC : Rs.2.40 lacs p.a.

Company Profile:

- The Aldiablos Investmall Private limited is a BPO company.

Key Responsibilities

- I was handling a CA vertical thereat.
- Each kind of registrations under various tax laws for various assessees had been done like Incorporation of Companies, Service Tax registration, Excise registration, PAN TAN registration, Import Export Code etc.

Personal skills:

- Capability to supervise the work of others
- Good communication and interpersonal skills
- Good judgment and reasoning skills
- Ability and experience of managing clientele relationships
- Sharp learning and Hard working
- Easy going nature and able to coordinate with all departments

IT skills:

- Proficient in using of HDFC E-net facility (Trade-Finance)
- Proficient in using of accounting software Tally ERP
- Proficient in Basic use of computer , MS -Office and Windows operating system
- Working Knowledge of other Taxation related software like Genius , ITax , sATvAT and so on
- Basic knowledge of Accounting software SAP Business One 9.0
- Internet savvy
- Expertise in searching critical issues on web
- Ability to learn new computer applications quickly and independently

Personal Details:

- Gender : Male
- Marital Status : Married
- Languages known : English, Hindi, Gujarati
- Interests : Reading, Teaching, Internet, Singing
- Date of Birth : 25th July 1986

References will be provided if required.

Thanking You,

Yours Sincerely

Sarju Pandey