

## CA VIJAY KUMAR

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### DIRECT & INDIRECT TAX PROFESSIONAL

Industry Preference: Manufacturing, Service Industry & Direct/Indirect Tax Firms

Location Preference: Overseas / India

CORE COMPETENCIES	PROFILE SUMMARY
<b>GST</b> <b>Income Tax</b> <b>Statutory Audit</b> <b>Tax Audit &amp; Compliances</b>	<ul style="list-style-type: none"><li>• <b>6 Year rich experience in Auto Mobile Industries with Auto Ignition Limited.</b> (Currently associated with <b>L&amp;T Power Boiler as Asst. Manager</b>).</li><li>• <b>1 year rich experience in Auditing Field.</b></li><li>• In-depth understanding of Goods and Service Tax , Income Tax Act</li><li>• Expertise in managing <b>GST, Income Tax &amp; Statutory Audit.</b></li><li>• Gained sound experience in various companies like manufacturing industry, trading and business firms; proficient in tracking all regulatory changes affecting the industry.</li></ul>

### ORGANIZATIONAL EXPERIENCE

#### Larsen & Toubro Power Boiler (April 2023-Till date)

##### Asst. Manager

- Monthly working on **PMS , B/S, PPT & MIS** Reporting L&T Power.
- Project wise monthly cash inflow & outflow analysis.
- **Budget** consolidation & recovery calculation.
- Working on Letter of credit Issuance, acceptance & payment.
- Also handled treasury.

#### Auto Ignition Limited (Oct 2016-April 2023)

##### Dy-Manager (Compliance)

- Daily **MIS** Reporting to Management about sale, purchase and production. Comparison of target Vs. Actual.
- Complete Working of **GSTR-1, GSTR-3B** (Division-I, II) till filling at Portal and other GST compliances.
- Complete Working on ITC-04 at Quarter end & Calculation of Reverse Charge at month end.
- Time to time **Reconciliation of GSTR-2B** with Company Purchase Data and Submit Discrepancy if any.
- Working on Annual Return (**GSTR-9,9C**) of GST like preparation of different Reconciliation statements, Segregation of Inward Supply according to Expense and HSN wise. Compilation of Outward Supply, Export, CN, DN etc.)
- Given time to time GST & income tax related **changes knowledge** to finance team so that we can plan ahead.
- Covered Auto Ignition Limited entire **TDS as well as TCS** responsibility from detailed preparation to final stage (incl. form 16 and 16A , TDS/TDS month end payment , software data entry, all Employee investment proof , Generate Reports whenever required etc. )
- Working on **Director's report**, Exchange Fluctuation calculation and Reco of form 26AS with books.
- Doing Monthly **Ledger Scrutiny**, analysis of expenses, Export Outstanding and Stock Statements For Banks.
- Final scrutiny of the bank reconciliations at month end. Also, guiding the team in preparing the same and helping them by preparing accounting entry to be posted in SAP.
- Prepared Packing Credit Loan Documents when they are due and their Extension whenever required.
- Prepared journal entry of Bill Payment Advice, Retirement Advice, Negotiation, Bank advices etc. during the months and calculation of Exchange Fluctuations.
- Dealing with **Statutory Auditors** and give requisite solutions to resolve their query.
- Prepared Form 15CA for payment made to outside India, whenever required.
- Working on **Financial ratio analysis** and **Depth analysis of Financials** every Year with Competitor data.
- Working on Directors Personal Balance Sheet and Income Tax Returns.
- Preparation of **MCA forms**, board Resolution, MCA inspection whenever required.
- Working on Tax Audit Report **FORM-3CD** Every Year.
- Prepare Documents for Income tax notice, GST notice & Bank Demand.

#### Anil Kakar & Associates, Delhi (June 15 to July 16)

##### Senior Audit Executive

##### Statutory Audit & Tax Audit

- Performed audits of the financial statements which included planning the audit, carrying out the fieldwork till the finalization and issue of financial statements. Worked as a team member and a team leader as well.

- Prepare All Types Income Tax Return and E-filing, MCA forms, LLP E-filing and service tax return.
- Prepare Accounts of various Pvt. Co/LLP in Revised Schedule III.
- Checking and verification of various statutory compliances related to CST, VAT , Service Tax, TDS, Provident Fund, & Professional Tax, Accounting Standards, Companies act 2013 & CARO.
- Preparation and verification of the schedules related to the various compliances and summarize details. (Bank Reconciliation, provision, prepaid exp. and TDS schedule etc.)
- Checking compliance as per requirement of from 3CD, filling up of form 3CD and preparation of form 3CA.

**Clients Served for Statutory Auditing: - Ghaziabad Aligarh expressway Pvt. Ltd, Canara bank (retail assets hub), Sarine Infrastructure -LLP, Al-Nafees Exports Pvt. Ltd.**

#### IT SKILLS

- Insight knowledge of:
  - Working knowledge on SAP , Tally ERP 9
  - MS Office (Word, Excel, & PowerPoint,)
  - Income Tax software TDS, TCS (comptaax)

#### ARTICLESHP EXPERIENCE

Organization: Garg Bros. & Associates  
 Period: 15 Feb 2012 to 14 Feb 15 (3 years)  
 Designation: Article Assistant

#### Responsibilities:

- Executed Statutory Audit, Internal Audit, Bank Audits, Income Tax, Indirect Taxation & Stock Audit.

#### PROFESSIONAL TRAININGS

- Completed General Management & Communication Skills (GMCS) Training from The Institute of Chartered Accountants of India.
- Attended various seminars organized by The Institute of Chartered Accountants Of India for updating with the various changes in the field of Accounting, Finance & Taxation.
- Completed the Information Technology Training (ITT) & Orientation Program from The Institute of Chartered Accountants of India.

#### ACADEMIC DETAILS

2016	Cleared CA (Final) Examination
2011	Cleared CA (IPCC) Examination
2012	Cleared B.com, Delhi University
2010	Cleared CA (CPT) Examination
2009	12 <sup>th</sup> HBSE Board

#### PERSONAL DETAILS

Date of Birth:	03 <sup>rd</sup> Dec, 1990
Permanent Address:	T-12 Royal Heritage Society, Faridabad-121004
Languages Known:	English & Hindi
Passport	Yes
Marital Status	Married
Hobbies	Walk, Travelling, Music

#### DECLARATION

I hereby declare that the above written particulars are **true** and **correct** to the best of my knowledge and belief.

Date.....

(CA Vijay Kumar)