

Rahul Shukla

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Highlight:

- ❖ Budget Forecasting.
- ❖ Account Reconciliation
- ❖ Financial Statement Analysis.
- ❖ SAP Knowledge
- ❖ General Ledger Accounting.
- ❖ Reporting Proficiency.
- ❖ Analytical.
- ❖ Detail Oriented

Summary of Skills:

- ❖ Having experience of **Costing, Accounts and Taxation.**
- ❖ Having experience of **Project Accounting.**
- ❖ Knowledge of **Goods & Service Tax (GST), Income Tax**, Central Excise, VAT, Works contract, Service Tax, TDS/TCS, Contractor & Supplier Payments.
- ❖ Well versed with **SAP, MS- Office**, and its Application.
- ❖ Effective communication, Team building & Relationship management.

Work Experience:

A- UCC & Associates LLP (Project work –The Institute of Chartered Accountants of India) (July-20 to Till Date)

- Inter Branch Reconciliation (Head Office with Branch)
- Inter Unit Work
- Audit Related Work

B- Mohit Malik and Associate. Gurgaon (Self Practice) (18 Dec-2019 to June-20)

- GST Return (GSTR_1 & GSTR_3B)
- GST Annual Audit (9 and 9C)
- GST 2A Reconciliation

C- Engineers India Limited. {New Delhi} (Mar 2019 to 07 Dec-19.) {Post: Officer (F&A) Contractual

- Payment of Employees Provident.
- Preparation of TDS and Monthly E-Payment.
- Payment of Employees Gratuity & DCS Pension.
- Preparation of Actuarial Valuation Data.
- Cash Flow Management.
- Bank Reconciliations.
- Investment related working
- Reply of Income Tax notices and Compliance.

D- Association Billion Minds. {Gurgaon} (Mar 2018 to Feb. 2019) {Post: Manager}

- Process of Contractors and Suppliers Payment.
- Preparation of TDS and TCS Return and monthly E-Payment
- Preparation of GST Tax Report for payment of tax on monthly basis.
- Vendor Payment
- Classification of assets.
- Properly tracking the fixed assets.

E- Engineering Projects (INDIA) Ltd. {Delhi} (MAY- 2015 to Feb- 2018) {Post: Accountant}

- Working in SAP (End user).
- Invoicing to client& reporting to Management.
- Process of Contractors and Suppliers Payment.
- Vendor Master Data Creation.
- Preparation of Service Tax Report for payment of tax on monthly basis.
- Capitalization of fixed assets.
- Classification properly tracking of assets.
- Project Accounting.
- Collection of costing data in cost center.
- Bank Reconciliations.
- Preparation of data for returns.
- Preparation of TDS and TCS Return and monthly E-Payment.

F- Bharat Heavy Electricals Limited, {Jagdishpur} (Jul. 2013 to Mar.2015)
{Post: Cost & Management Trainee}

- Supplier Payment, Material pricing i.e. SRV valuation.
- Work during finalization of accounts (as per schedule VI) of B.H.E.L.
- Preparation of Excise Return i.e. ER-1, ER-6, ER-4, ER-5 & ER-7.
- Preparation of Service Tax return and Payment of service tax.
- Preparation of Monthly Vat Return and Assessment of Annual Vat Return Form -52.
- Preparation of Works Contract Return.
- TDS Payment & Preparation of TDS/TCS Return.
- Preparation of Bank Reconciliation Statement.
- Work of Payroll system.

G- Anoop Mishra & Co. {Lucknow} (Dec. 2012 to Jun. 2013)
{Post: Cost & Management Trainee}

- Income Tax Return filing.
- Vat Audit& return finalization.
- Internal audit of Private concern.

Professional Qualification:

- **Cost Accountant** from “**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, KOLKATA**”.
Membership No-41169
- **CAT** completed from “**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, KOLKATA**”.

Educational Qualification:

- **M.com** from M.J.P.R. University Bareilly in 2010.
- **B.com** from M.J.P.R. University Bareilly in 2008.
- **Intermediate** from U.P board Allahabad in 2005.
- **High school** from U.P board Allahabad in 2003.

Computer Knowledge:

- ❖ Practical Computer Training under ICMAI from Lucknow Chapter of ICWA.
- ❖ Working knowledge of MS-Office (Word, Excel, and Power Point).
- ❖ Working Knowledge of Internet surfing, online form filling, email & etc.
- ❖ Working knowledge of SAP for accounting, billing, implementation, support etc.
- ❖ Online return filling of VAT, CST, Service Tax, Central Excise & Income Tax

Personal Strength & Interest:

- ❖ Good communication skills, Punctuality, and Initiative.
- ❖ Reading, playing cricket, communicating with people.

Personal Details:

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|-------------------|---|------------------------------|
| 1. Date of Birth | : | 28 th August 1988 |
| 2. Gender | : | Male |
| 3. Marital Status | : | Unmarried |
| 4. Nationality | : | Indian |
| 5. Religion | : | Hindu |
| 6. Language know | : | Hindi & English |

Date:

Place: New Delhi

[Rahul Shukla]