

**SURAJ KUMAR BOITY****Middle Management Professional (GST/ Excise/ Taxation)**

Mobile- 09893359269

E-mail- suraj.boity@gmail.com

**◆ Professional Synopsis**

- ◆ 23 years of experience in Excise, Taxation, GST, Accounting & Finance.
- ◆ Expertise in handling GST, Excise, Customs, Sales Tax, Service Tax & VAT Matters.
- ◆ Resourceful in interfacing with Govt Depts., Customs, Banks, etc. for availing licenses, approvals, rebates, credit, etc.
- ◆ Proven skills in interfacing regulatory authorities - Excise, Sales Tax, Customs, DGFT-Department for securing exemptions/ approvals.
- ◆ A keen analyst with exceptional relationship, management skills & abilities in liaising with regulatory authorities and external agencies.

**Notable Accomplishments**

- Pivotal in independently handling GST, Excise /Service Tax/Insurance/Sales Tax Return, Assessment, IEEMA/DID Returns.
- Received exemption certificate from Madhya Pradesh TRIFAC for sales tax refund up to 10 years for our expansion unit & also entry tax exemption for 5 years from sales tax Department.
- GST ITC Refund Rs.3.96 Cr And GST Cash Refund (TDS on GST Govt. Supply) of Rs.5.23Cr
- Sales Tax (VAT Refund) Rs.5.91Cr for FY 2014-15 And Rs.5.95 Cr for FY 2015-16.
- MP-TRIFAC Refund Rs 10.33 Cr.
- Instrumental during negotiation of new plant construction, purchase of machinery & various government approvals (i.e. Excise/Sales Tax/DIC/TRIFAC Registration).
- Procure Machinery Under EPCG Licence, which saved 2.5 Cr of project cost
- Efficiently implemented Transport Module for smooth handling of transport bill & online intimation to customer about dispatch of material.
- Successfully achieved significant cost reductions through effective negotiations with transporters.

**◆ Scholastic Credentials**

Levels	Institution/ University	Passing Year
MBA (Finance)	Barkatullah University, Bhopal	2008
Diploma in Computer Applications, Tally 6.3	Bharat Computer Centre, Bhopal	1998
B.A (Bachelor of Arts)	Jyoti Bihar University, Orissa	1995

**◆ IT Skills**

SAP	MS Office & Word	Tally
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**◆ Work Experience**

Organization	Role	Tenure	Years
Nipro Medical India Pvt. Ltd, Hyderabad	Head Indirect Taxation	20-Aug-2021 to Present	-
CG Power & Industrial Solutions Ltd, Bhopal	Manager-Finance (Indirect Taxation)	Mar 2005 – Aug-2020	16 Yrs
Anand Organics, Bhopal	Excise Coordinator	July 2003 - Feb 2005	2 Yrs
Lee Vedla Industrial Corporation, Bhopal	Accounts Assistant	Jan 1998 - Jun 2003	5 Yrs
Total Work Experience			23 Yrs

#### ◆ Areas of Work

Indirect Taxation	Sales	Audits, Insurance & Others
Online return filing of GSTR1, GSTR3B, GSTR9 & GSTR9C, ITC4.	Preparing Sales Invoice of Domestic Sales and Export sale.	Handling excise audits EA-2002 & C&AG Audits & GST Audit.
Monthly ITC Credit in SAP of input, capital goods, services + reconciliation & payment, Reconciliation TDS on GST (Govt. Supply). Reconciliation GSTR3B Vs GSTR2A (ITC) & and follow-up with GSTR1 Return No filler vendor for minimize of Cash Flow. Preparing document and coordinate with GST department for GST refund claim.	Transportation contract & coordination for arranging vehicle for goods dispatch.	Handling External Auditors for quarterly and yearly Audit
Maintain GST register Like, Sale, Purchase and Excise Register like RG-I, RG23A Part-1 and Part-II & PLA	Creating Customer Codes in SAP, Preparing debtor report.	Providing Sale & Purchase Register, GST workings to Auditor
Preparing Sales Tax Return & finalizing Assessment with Sales Tax Authority.	Handling Container stuffing at factory	Providing Data to the Internal Auditors
Online sales tax return files of CST/VAT/ET/PT on quarterly basis	Reconciliation of Vendor Account - Job work related part.	Stock Audit on monthly basis
Payment of Excise/Service Tax / TDS through internet banking	Collect "C", "H" & "F" Forms, from Customer & Branches	Handling of Insurance related activity & survey

#### ◆ Awards & Achievements

Year	Award Name	Awarded For
2019-20	CG Numero UNO	Sales Tax Refund Rs.0.75 Cr & GST ITC Refund (Exports) Rs 3.96 Crores
2019-20	CG Super STARS	GST ITC Refund (Exports) Rs 3.96 Crores
2017-18	CG Numero UNO	Vat Refund FY 2015-16 Rs. 5.95 Crores
2016-17	CG Super STARS	Vat Refund FY 2014-15 Rs. 5.91 Crores

#### ◆ Personal Details

Date of Birth	3rd August 1974
Languages Known	English, Hindi, Oriya
Father's Name	Shri Subash Chandra Boity
Interests	Reading Historical Books & Playing Cricket
Current City	Hyderabad.
Permanent Address	Village Dimiripal, PO- Bhuinpur, Dist-Kendarapara, Odisha, Pin-754239