

# Shivam Mittal

## Chartered Accountant

A Chartered Accountant with an analytical, research mindset and a continuous learner. To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.



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## WORK EXPERIENCE

### GST Executive MM Nissim & Co.

03/2020 - 04/2021

Lajpat Nagar, Delhi

GST Consultant (Punjab National Bank)

#### Achievements/Tasks

- **Assist in Preparation** of GSTR1, GSTR7, GSTR3B, GSTR9 & 9C State wise for all the 35 States/UT.
- **ITC Reconciliation** of GSTR2A & GSTR2B to Minimize Difference for Maximize Set Off.
- Involved in **EXTM Analysis & Review** & Suggest the Ways out to Avoid Mistakes in Future, Saving Time & Cost.
- **Drafting of Reply** to Departments Notices for Mismatch in GSTR1 & GSTR3B, **Providing Opinions** to GST Division of PNB on Various GST Matters.

Contact: CA Naveen Jain -  
navin.jain@mmnissim.com -09810234679

### Accounts Executive. Rams Business Solutions Pvt. Ltd.

11/2018 - 04/2019

#### Achievements/Tasks

- **Preparation of GSTR1, GSTR3B & TDS Return** of Partnership Firm having Turnover more than 350 cr.
- Bank Account **Reconciliation & Computation** of Advance Income Tax.
- Books of Accounts Maintenance on Tally ERP 9.0
- **Payment of GST & TDS Liability Online.**
- **Communication with Customs Dept.** Directly & **Successfully got** the Refund of **IGST of Rs.1.15 CR.**
- **Verifying the TDS Deducted & Reporting** the Discrepancy to Sr. Finance Manager.

Contact: CA Anil Rastogi - anil\_rastogi@ramsindia.co.in

### Article Assistant CA Kapil Mittal & Ajai Agarwal

10/2013 - 01/2017

#### Achievements/Tasks

- Statutory Filling of Income Tax Return & ROC Forms **Form NDH-1/NDH-3.**
- **Responsible** for Vouching & Ledger Scrutiny in Statutory Audit of **PSUs, Pvt. Sector, Schools, Autonomous Bodies.**
- **Majorly Responsible** in the **Fraud Investigation** of Sandesh Co-operative Society on Behalf of **Delhi Police EOW Crime Branch.**
- Worked with **BDO** on the Audit Assignment of **ADOBE** for **Physically Verifying the Systems assigned to Employees.**
- **Assisted** in the Preparation of ITR of Pvt. Companies, Partnership Firms, Individual & HUF.

## SKILLS

Financial Analysis

Ms Excel/Power Point

Decision Maker

Tally ERP 9.0

Public Speaker

Emotional Intelligence

Communication Skill

Team Management

Problem solver

Self Driven

Quick Learner

Variance Analysis

## EXTRA CURRICULAR ACTIVITIES

Institute of Chartered Accountants of India  
(08/2014 - 09/2014)

- Got an Opportunity to **Lead a Group in GMCS-I & Praised** by GMCS Faculty for Best Group Performance & got Praised for **Best Individual Performance.**

Lovely Public Senior Secondary School  
(04/1997 - 03/2011)

- **Participated** in Nukkad Natak, Drama & Fancy Dress Competition in School.
- Assisted in **Script Writing** of a **Nukkad Natak** in Vllth Class Creating Awareness Against Child Labour.
- Secured **1st 2nd 3rd Positions in Drama/Fancy Dress Competition** with Different Themes in School

## ACHIEVEMENTS

School Branch Topper in XIIth Class Board Exams  
(04/2010 - 03/2011)

Felicitated by Commerce Teacher Association CA Rajesh Sharma for Good Performance in B.studies & Accounts in XIIth C.BS.E. (04/2010 - 03/2011)

Cleared CPT in First Attempt with Self Study.  
(06/2011 - 07/2011)

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Reading History

Watching Geo Political News

Solo Travelling

Acting/Drama

Listening Soothing Songs

Teaching

Analyzing Politics & Foreign Diplomacy

Keen to Learn Different Language