

Name: Deepak Pandit
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PROFILE SUMMARY

- 4 years of working experience in Accounts & Audits, GST Certification course.
- Gain exposure in preparation of GST & TDS returns and maintenance of Books of Accounts.
- Experience & gain applied in Accounting, Indirect Taxation, BRS, Statutory and Internal Audits.
- Experience of export procedure and documentation of Argo product, knowledge of Foreign Trade.

WORKING EXPERIENCE WITH ORGANIZATION

July 20 to present with Samridh Empire Pvt Ltd., Noida as Senior Executive in Accounts

- Recording of Inward & outward supply, income & expenses, receipt & payment, adjustment entries etc.
- Maintain of petty cash transition, reimbursement of expenses.
- Preparing MIS reports as per requirement of management.
- Handling and maintaining of Accounts payable and Account receivable process.
- Preparation of Invoice for supply of services and other accounting documents.
- Party reconciliation & Bank reconciliation.
- Filing of GSTR 3B & GSTR 1, ITC reconciliation, payment of GST.
- Filling & correction of TDS return, payment of TDS.
- Finalization of books of Accounts, preparation of Financial Statements.
- Preparation of salary sheet, Joining & exist formalities of staff.

Aug2016 to Dec2019 with B D G & Associates, Delhi as Sr. Executive in Accounts & Audit

Roles & Responsibilities:

Accounting

- Recording of sales, purchase, payment, receipts, journals & adjustment entries etc.
- Maintenance books of accounts, finalization of accounts of companies & Individuals.
- Preparation of Financial Statements of individual, LLP and Company.

Indirect Taxation

- GSTR 3B, GSTR 1, GSTR 2A reconciliation, GSTR10, Annual Returns, GST Audit.
- Preparation of detail for GST returns, Calculation of eligible ITC.
- GST refund process, Application of LUT, GST registration and cancellation.
- Payment of GST challan, preparation of documents for compliances, Liaison with GST department.
- Registration for IEC & Export Promotional Councils, application for certificate of origin.
- Preparation of export documents like proforma invoice, export invoice, packing list etc.
- Reviewing export documents and coordination with CHA & logistic Company, liaison with bank for FEMA & others compliances.

Foreign Trade (Export & Import)

- Registration for IEC & Export Promotional Councils, application for certificate of origin.
- Preparation of export documents like proforma invoice, export invoice, packing list etc.
- Reviewing export documents and coordination with CHA & logistic Company, liaison with bank for FEMA & others compliances.
- Coordination with consultant for application and redemption of EPCG licence & Advance authorization licence.

Direct Taxation

- Filing of TDS Returns & Correction, Form 26Q, 24Q, 27Q & 26QB.
- Preparation of detail for TDS returns, Preparation of RTGS form & challans for payment for TDS.
- Liaison with Income tax department for tax matters.
- Submission of reply of notice through E-proceeding facility, CIT appeal.

Statutory Audit

- Assisting in preparation Audit schedule during audit periods.
- Checking compliance with relevant Ind AS

HR compliances

- Preparation of salary sheet, ESIC & EPF calculation.
- Preparation of ESIC & EPF challan, Handled PF settlement/transfer of resigned employees.
- Handling and maintaining of attendance & leave records of employees.
- Preparation of offer letter, Appointment letter and salary structure.

Nov 2014 to Jan 2016 with Sushiel Shandilya & Co., Delhi as Account Executive

Roles & Responsibilities:

Internal Audit

- Identify loopholes and recommend risk aversion measures and cost savings.
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- Reporting on control deficiencies to management and making recommendations to mitigate risk.
- Examination of financial and operational information.
- Collecting and evaluating financial records and ensuring its correctness, completeness & fairness.
- Conducting analysis of the data obtained such as evidences of deficiencies in controls, fraud, lack of compliance with the management policies and applicable laws.

CLIENT HANDELED

- Renew Power Group (Power Sector)
- Sky Power Group (Power Sector)
- Vasudha Good Harvest (Export)
- V R Polymers (Manufacturing Sector)
- Honda Car India
- Volkswagen Car India

CERTIFICATE & DIPLOMA QUALIFICATION

- Certificate Course on Fundamental Analysis
- Certificate Course on GST

EDUCATIONAL QUALIFICATIONS

- Pursuing M. Com. from IGNOU New Delhi
- B. Com. from University Delhi in 2014
- 12th (Commerce) from U.P. Board in 2010
- 10th from U.P. Board in 2008

SOFTWARE SKILLS

- Tally Prime /ERP 9
- SAP
- Zoho Software (GST)
- Genius Software (Sag Infotech)
- Microsoft Office (Word, Excel)

PERSONAL DETAILS

Father's Name— Ram Vilash Pandit
Address: — B-550, Gali No- 45/2 NR- Shiv Mandir, Khajoor Colony
Sadarpur Sec- 45 Noida-201303
Date of Birth — 23th July 1991
Marital Status — Married
Languages — Hindi & English

Date:

Place:

(Deepak Pandit)