

LAVI GARGA (Male, 29)
CHARTERED ACCOUNTANT

E-Mail: calavigarg@gmail.com
Mobile No. : +91-8826502465

Career Objective

Ambitious and self-motivated individual with hands-on experience in Taxation and Accounting, working knowledge of Tally.ERP 9, Spectrum and Genius, to seek a position in Taxation and Accounts for long term association.

Educational and Professional Qualification

<u>QUALIFICATION</u>	<u>INSTITUTION/BOARD</u>	<u>YEAR</u>	<u>PERCENTAGE</u>
CA-FINAL	ICAI	NOV-2018	53.63%
CA-PCC	ICAI	NOV-2011	63.50%
CA-CPT	ICAI	FEB-2008	62.00%
INTERMEDIATE	UP BOARD	2007	73.00%
HIGH SCHOOL	UP BOARD	2005	66.00%

Work Experience

- ❖ Article assistant at Manoj Tayal & Company, Chartered Accountant at Durga Tower,R.D.C. Ghaziabad, as per ICAI curriculum completed in October 2011.
- ❖ Worked as Accounts Executive at Anil Prahalad & Company, Chartered Accountant at R.D.C. Ghaziabad from June 2015 to September 2017.
- ❖ Responsibilities carried out individually includes:
 - Preparation of Annual Financial Statements, Cash Flow Statements.
 - Preparation & Presentation of Audit Report.
 - Performing all statutory compliances – TDS, ROC Annual Return (MGT-7, AOC-4).
 - Filing of Income Tax Returns (ITR-2, ITR-4, ITR-6).
 - Statutory Audit of banks.
 - Preparation of statutory audit and tax audit and filing of Form 3CA and 3CB.
 - Preparation and filing of Form 15CA/15CB
 - Accounting in TallyERP9.

❖ **Presently** working at Sahni Bansal & Associates, Chartered Accountant at 113/10 Navyug Market Ghaziabad as Accounts Executive, from Oct. 2019.

❖ Responsibilities carried out individually includes:

- Maintaining and Supervision of financial matters and preparation of financial reports like Income Statement, Balance Sheet.
- Preparing REG-5 (Report On Statement Of Account On Project Fund Utilization And Withdrawal) of Ghaziabad Development Authority as per UP – RERA Act.
- Assisting Tax Compliance Division in preparation and filing Income-tax returns (including MAT) computation and ITR.
- Preparation of statutory audit and tax audit and filing of Form 3CA and 3CB.
- TDS compliances and preparation and filing of TDS Returns.
- Preparing and filing ITRs and corporate reporting requirements before ROC.
- GST compliances and preparation and filing of GST returns.
- CMA (Credit Monitoring Arrangement) Report.
- Handling all Accounts Payable and Receivables.

Computer Literacy

- Having good command on Tally, MS. Office, Spectrum and Genius Software.
- Done 100 hours of Information Technology at Ghaziabad Branch of CIRC (Central India Regional council).

Hobbies

- Cooking
- Yoga
- Socializing professionally

Personal Details

Father's Name : Mr. Brijesh Garga

Date of Birth : 2nd March 1991

Address : III-A/172, Nehru Nagar, Ghaziabad (U.P.) 201001