

EDUCATION

- CA Final (ICAI)
- B.Com (D.U.)

SKILLS

- ❖ M.S. Office & Libre Office
- ❖ Tally, Busy, Oracle
- ❖ CompuTax, Smart Tax, Genius Software
- ❖ VLookup, Hlookup, Pivot

AREAS OF EXPERIENCE

- ❖ GST Migration, New Enrolments and additional place
- ❖ GST Returns, 2A Reco.
- ❖ Preparation of Financial Stat.
- ❖ Consolidation of Accounts
- ❖ Income Tax & TDS Return
- ❖ Filing of different forms & returns of Income Tax
- ❖ Filing of Doc.-15CA, 15CB
- ❖ Internal Audit, Tax Audit, Stat Audit, Stock Audit
- ❖ Service Tax Return & VAT
- ❖ Book keeping in Tally & Excel.

WORK EXPERIENCE**Rohit K.C Jain & Co. (CA Firm)****Internship & Tax Consultant****Key Responsibilities**

- Wealth Tax Computations, Income Tax, Luxury Tax TDS Returns, Service Tax Returns.
- Managing various financials including balance sheet, income statement and state of changes in net assets, financial highlights and notes to financial statement
- Supervising the preparation of Income Tax Return, Wealth Tax, Luxury Tax, Service Tax Return and TDS Return.
- Tax Audit, Internal Audit, State Audit and Operational Audit.

T.U. & Company Chartered Accountant Firm**Dec. 2017-Oct. 2019****Auditor & Tax Consultant**

- Tax Audit, Stock Audit, Stat Audit & Internal Audit.
- GSTR 3B, GSTR-1 GSTR 9
- Income Tax Return, TDS Returns & Advance Tax.

OM LOGISTICS LTD.(Nov.19 to Present)**Key Responsibilities:-**

- GSTR 1, 3B, 9 and 2A reco including return Filing
- Amendments in GST registration and additional place
- Calculation of RCM under GST & ITC Audit
- Debtors Ageing & Stock Statement Preparation
- TDS Returns, Income Tax returns & Advance Tax
- Reply to Internal Audit Report
- Preparation of Financial statements, IFC Report
- Income Tax assessment, GST notice reply.

About: To pursue a highly challenging career in the field of Finance, Accounts & Taxation, where I would apply my knowledge, experience and ideas to develop high calibre professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional