## **CA.Saurav Jyoti Kakoty**

#### **Chartered Accountant**

A highly entrepreneurial, driven, and polished professional, possessing knowledge in Accounting & Finance, Taxation, Statutory Compliances, Auditingand Financial Reporting. Offer professional expertise and diverse range of knowledge in GST, Transfer Pricing, ROC Compliances, Balance Sheet finalization, Statutory Audits, and Income Tax.Flexible team player who adapts seamlessly to constantly evolving processes and technologies.



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## **Profile Summary**

Qualified Professional with rich exposure in Accounting & Finance, Auditing, Taxation, ROC, Financial Reporting, Balance sheet finalisation and Statutory Compliance,

- 3+ years of experience in preparation of Financial Statements in accordance with accepted financial reporting framework.
- Comprehensive exposure in conducting various Statutory & Internal Audits including preparation of Audit Reports as Required Under Companies Act, 2013 & CARO Reporting.
- Hands-on Experience in preparing tax returns, payments, reports, resolving tax related issues and determining tax savings techniques.
- Well versed with various Statutory compliances for Direct Tax & Indirect Taxation especially related to GST i.e., GSTR-3B, GSTR-1 etc., computation of GST Input & output etc. (earlier Vat, Online Filing of Vat Returns), Tax Deducted at Source (TDS) deposit & E-TDS returns filing, Filing of Income Tax Return (ITR), ROC Annual Filling
- Hands-on Experience in preparing Tax Audit, tax returns, payments, resolving tax related issues and determining tax savings
- Expert in Financial Accounting and month end Reporting ensuring all the stipulated deadlines.
- Sound knowledge of **Transfer Pricing & International Taxation matters** (Compliance / Representation / Advisory).
- Goal oriented individual with the ability to multitask and pay close attention to detail, Consistent performer, and adaptable to work in a team environment.

# Areas of Expertise

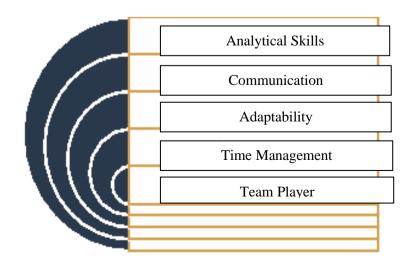
# **Auditing & Assurance ROC Compliances Balance Sheet Finalization**

**Taxation & Statutory Compliance** 

**Transfer Pricing** 

**Indirect Taxation** 







### Education

CA-Final Group I, Qualified in July'21,237/400, (Got exemption in SFM & Adv. Audit) Institute of Chartered Accountants of India

CA-Final Group II, Qualified in May'19, 200/400, (Got exemption in ISCA) Institute of Chartered Accountants of India

CA-IPCC, May'16, 364/700, Institute of Chartered Accountants of India

**B.Com,** 2012, 61% Delhi University

12th, 2009, 86% CBSE 10th, 2007, 76% CBSE



- Underwent 100 hours ITT Training and 100 hours of Advanced ITT conducted by ICAI
- Received Advanced Information Technology Certification (AICITSS) conducted by ICAI
- Did certification course in **IND-AS** by Federation of Indian Professionals.
- Did Virtual Articleship in Transfer Pricing-FIP
- JGarq (BEPS & its impact on NR taxation)
- Certification on GST- NIRC Faridabad
- Certification on FAFD



## **Work Experience**

#### Oct'13-Oct'16 | Articled Assistant -Bhupendar Arora & Associates | New Delhi

- Statutory and Internal Audit
- Major Client handled- Statutory Audit (Safe N Fresh Foods (FPO), B.R.B Public School and Dharam Educational Welfare Society, Actech Information Systems Ltd., Bhavishya Shikshan Jan Kalyan Simiti(Trust)

Tax Returns-Preparation and E-filing of D-Vat returns (form16).TDS returns (form24Q,26Q) etc.

Accounting for clients under Tally software and Preparation of Projected balance sheet and Finalization of Financial statements Including notes to accounts

Litigation: Drafting and finalizing replies for notices issued under Income tax.

#### Jan'17-Jan'18 | Manager-Accounts -Dew Specialty Chemicals Private Limited | Greater Noida

Major work handled: Taxation (Income Tax and GST), Financial Accounting (Balance sheet Finalisation)

#### Feb'18-Present | Paid Assistant -M/s APVP & Co. | New Delhi

Major work handled: Taxation, Auditing (Statutory, Bank and Concurrent)

#### **EXPOSURE:**

#### Audit (Statutory&Internal):

#### Involved in performing End-to End audit engagements including Internal Audits, Statutory Audits, Tax Audits, Process **Audits, Audit automation**

Managing the complete planning activities for ensuring completion of internal & statutory Audit.

Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings, and implementing. necessary recommendations, assisting auditor for external audits.

Team Handling Experience: Team leader at various audit assignments. Experience inhandling teamof 5-6 people.

- Developed audit plans and Maintenance of Working Papers for different organization.
- Provided suggestions for process efficiency and control improvements based on work performed.
- Prepared detailed reports and recommended internal control improvements to enhance organizational efficiency.
- **Performed ledger scrutiny** of clients independently along with preparation of required annexure, notes, and schedules under Companies Act and Income Tax Act.
- \*\* Prepared Statutory Audit Reports and Tax Audit Reports.
- Liaised Concurrent & Statutory Audit of Various Banks.

#### **ROC COMPLIANCES:**

- Updated ROC compliances & Filed Forms, Annual Returns, Other relevant forms as required.
- Prepared Minutes of Meeting, arranged General Meetings, filed resolution & compliance certificates.
- Incorporated & Registered various companies/LLP, Annual Filling viz AOC-4,AOC-4(CFS) and MGT-7, did regulatory work required in company's windup, updated the memorandum & Article of Association, and performed required statutory regulations involved in Removal of Director/Disgualification.

#### **ACCOUNTS:**

Managed finalization of books of accounts & preparation of annual reports Overseeing all accounting function up to finalization of account. Implementing the accounting procedures to facilitate proper internal controls, Routine Accounting, Bank Reconciliation, Inter-company reconciliation, Debtors/Creditors reconciliation, Cash management, Preparing and maintaining statutory books of accounts in compliance with prescribed accounting standards and corporate regulations.

#### **DIRECT TAXES:**

- Filing the Annual Return of Income Tax.
- Preparing tax plans and ensuring timely assessment as provisions of respective Acts.
- Arranging for timely payment of tax and liaising with tax department for assessment work and claiming exemptions and concessions. Lower Deduction TDS Certificates & Property Tax & other Taxes etc.
- Drafting and filing of reply to the notices, asking for refund, liaising with legal counsels for effective presentation of the company's contentions on the appellate proceedings.
- Handling Scrutiny Assessment under Income Tax Act, Assessments of TDS, filling Appeal etc. against the order passed in respect of impugned demand

#### **INDIRECT TAXES:**

- GST Registration, GST Returns (Annual & Monthly), Assessment, LUT, preparing tax plans and ensuring timely assessment as provisions of respective Acts.
- Arranging for timely payment of tax and liaising with tax department for assessment work and claiming exemptions and concessions.
- Reconciliation of GST inputs & Tax Liabilities.
- Drafting and filing of reply to the notices, asking for refund, liaising with legal counsels for effective presentation of the company's contentions on the appellate proceedings.

#### **Transfer Pricing:**

- Sound knowledge of International taxation (Compliance (Master File & CBC reports)
- Transfer Pricing Report-Documentation, Form 3CEB
- Grasp over complex tax / TP issues and developments such as BEPS, Indirect transfers etc.



- Awarded 1st Position in Cricket championship on Regional/National level.
- Participated in Cricket championship on District Level (ASSAM).
- Secured Exemption in CA Final in SFM, AUDIT & ISCA.



→ Proficiency In Tally-ERP, Advance MS-Excel, Power BI.

#### **Personal Details**

Date of Birth: 15<sup>th</sup>April,1993 Languages Known: English, Hindi

Address: Tehlan Apartment, Saraswati Kunj, Najafgarh, New Delhi-110043

Interests: Playing Cricket, Cooking and Listening podcasts