

CA TARUN AGARWAL

Manager (FCA, B.com)

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KEY SKILLS			
INDUSTRY	<ul style="list-style-type: none">AviationEntertainmentManufacturing	<ul style="list-style-type: none">ConstructionPharmaceuticalOutside Catering	<ul style="list-style-type: none">Power GenerationE CommerceAutomobile Dealer
IT SKILLS	<ul style="list-style-type: none">SAPComputax	<ul style="list-style-type: none">NavisionWebtel	<ul style="list-style-type: none">Tally ERPGenIT
AREAS	<ul style="list-style-type: none">GST ExpertStock Audit	<ul style="list-style-type: none">Internal AuditTax Audit	<ul style="list-style-type: none">Books FinalizationAccounting

ORGANIZATIONAL HIGHLIGHTS

5 Years 6 Months

Goyal Parul & Co Manager (Currently Working)

Statutory Audit of NSIC

- Checking of C & AG Report, Internal Audit Report & Board Report of previous year.
- Preparation of audit Programme
- Checking of TDS, GST, GST TDS compliance on revenue and expenses
- Checking of Point highlighted by the 54 branches of NSIC
- Helping in Coordination at Headquarter level in consolidation of Final accounts
- Checking of Contingent liabilities like pending litigation etc and inquired about it
- Checking of various head entered in other comprehensive income
- Ask about major observation highlighted by C & AG
- Checking of voucher on sample basis
- Checking of revenue, expense on sample basis regarding various compliances

Internal audit of SJVNL (Power generation company)

- Checking of FDR and accrued interest, Checking of Tender
- Checking of Bank Loans, Checking of procedure for selection of L1 Tender
- Checking Of SBI Lending Rate plus normal rate applicability for the loan provided by the company to Vendors
- Revenue verification by checking online sales with the document available on online.

Internal audit of Air India Limited of 4 location

- Checking of Low tax deduction certificate and provide the information to management to take low tax deduction certificate from April 2020 instead of July 2020 so that TDS deducted low rate from April instead of 1.50% from July 2020
- Checking of applicability of GST advances on services instead of considering GST on sales basis so to avoid interest for delay payment @ 18% at the time of sales
- Checking of RCM applicability on hire of transport with the suggestion provide to them to take input of GST on motor vehicle carrying more than 13 passengers

- Checking of entries in lakh goes to TDS certificate receivable instead of TDS payable so to avoid the delay in depositing TDS
- Provide the solution for setting of amount remains in suspense account from the year 2017
- Providing information about applicability of interest as per agreement for delay in payment to the vendors

Tax audit of Delhi Transport Infrastructure Development Corporation Limited having 3 Location

- Provide information about TDS require to be deducted on due or received basis whichever is earlier
- Checking of due dates of filling of TDS returns
- Reviewing of books of tally for the TDS applicability and reporting the same.

Stock Audit of Power Grid of 7 Location

- Checking of MRC prepared at the time of receiving goods, Stock issue voucher issued at the time of item issued from store to site and stock transfer voucher issued at the time of transfer to another site
- Physical verifying the quantity of store assets and physical asset, Stock with 0 quantity, excess/short quantity reported to management
- Checking of Bin Card and Tagging on items on sample basis so that such item easily traceable

ASA & Associates LLP (Assistant Manager) (Jan 2020 to August 2020)

Working for Pharmaceutical Manufacturing Company

- Preparation of Monthly MIS, checking of each and every entry updated in books of account, Checking of GST consider on import of items, reverse GST in case of sample items
- Preparation of sales invoice on the basis of PO provided by the client
- Weekly checking of purchase, sales, free samples with the reconciliation of such item on store records
- Booking of entries as per the bank statement and checking of each and every entry so that no entry booked in any other head except to which it relates.
- Checking of booking of TDS on all expenses with the checking of TDS booked on provision so that such TDS have not been booked in twice with the deposit in twice and Filling of Form 26Q, 24Q with the downloading of Form 16 and Form 16A from the portal
- Reconciliation of 26AS with the amount booked in TDS Certificate receivable so that amount booked in tally ERP matched with the amount shown in 26AS.
- Filling of GSTR-1, GSTR-3B , GSTR-9 and reconciliation of GSTR-2A with the books, Removing the mismatch found in tally ERP in case of GSTR-3B and GSTR-1
- Handling of service tax audit done by the department by preparing the document and checking them with the various service tax returns
- Calculate deferred rent on the basis of agreement related to 4 year and booked such rent on straight line basis even the yearly incremental rent mentioned in agreement so for true financial reporting purpose
- Check of Tax residency Certificate and double tax avoidance certificate and deduct the applicable TDS and prepare Form 15CA and Form 15CB by checking the same
- Filling of FC-4 Balance sheet with the disclosure of related party transaction as per the requirement of such form as per the applicable requirement of RBI on foreign companies

- Use vlook up, pivot table, filter for Summarised balance sheet reconciliation with the balance sheet generated by software through day book

T. Agarwal & Company (Gurgaon, Haryana), Manager (Feb 2019 to Dec 2019)

- Preparation of Balance Sheet and Profit and Loss of NGOs on the basis of grant required by them
- Tax audit of Box manufacturing company, reconciliation of GST, TDS returns with the books of accounts
- Preparation of GSTR-9 and GSTR-9C
- Finalisation of Balance Sheet, Profit & Loss A/c
- **Statutory audit of rack manufacturing company**

Dish TV India Limited, Noida (Uttar Pradesh) Lead Accounts (Sep 2018 to January 2019)

- Filling of GSTR-1 and GSTR-3B of 52 locations of Dish TV
- Preparing of GST return by using input tax credit from stock transfer to and from different location
- Provide advisory on eligible input tax credit under section 17(5) and applicability of reverse charge mechanism.

Mohit Malik & Associates (Gurgaon) , Team Lead (Nov 2017 To Aug 2018)

- Preparation and filling of GSTR-1, GSTR-3B, GSTR-9 and GSTR-9C
- GSTR 2A reconciliation with books.
- Scrutiny of ledger
- Prepare working for the GST return of 10 location of Vipul Ltd
- **GST return filling of Engine Manufacturing company**
- **Audit of ITC of engine manufacturing company**

Alok Misra & Co (Delhi), Paid Assistant (Apr 2017 to Oct 2017)

Working for Food Manufacturing Company

- Stock Audit Report of Food Manufacturing Company
- Asset Verification : Assets on HO verified with the site assets
- Handle of Statutory Compliance like GST, service tax, TDS, PF, ESI, Professional tax, Labour Welfare Fund
- Checking of VAT, service Tax Returns with the books of accounts.
- Verification of revenue leakage
- Tracking of employee generating own revenue by using premises of company.
- **Statutory audit of Car Traders**

Vestergard Asia Private Limited (Saket, New Delhi) , MNC Accounts Executive (October to March 2017)

Working for Bed Net Manufacturing Company

- Experience of Handling Foreign payment relating to Credit Suisse, BCI and Syd Bank with Routing No.
- Experience of working in Navision, Apply the entries after booking both side entries.

Mittal Neha & Co (Gurgaon) Paid Assistant (Oct 2015 To Sept 2016)

- Preparation of Balance Sheet, Profit & Loss A/c in tally of HS fitness private limited
- Entering revenue from equipment hiring of HS fitness private limited
- Checking of due date of payment and the extension of date with the interest charged on delay in payment of hire charges
- Annual ROC Filling, Filling of Special resolution, Company Registration
- TDS, Service Tax return Filling

EDUCATIONAL CREDENTIALS

Qualification	Institute/ University/Board	Passing Year	Percentage
Chartered Accountant	The Institute of Chartered Accountants of India	2015	50
Bachelor of Commerce	Kumaon University	2008	63
Intermediate	Central Board of Secondary Education	2005	74
High School	Central Board of Secondary Education	2003	50

HOBBIES

• Travelling	• Reading Books	• Listening Music
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