

## **Kapil Basoya**

**(CMA, B.com, M.com)**

C-6/A Hazara Park, Chander Nagar

Delhi - 110051

Email:-cmakapilbasoya@gmail.com

Tel: +91 9971676747

### **Career Objective**

To pursue a dynamic and challenging career with an organization which offers opportunity to enhance Professional skills while getting a high level of satisfaction and recognition.

### **Work Experience: More than 3.5 years**

**Working with ENERGY EFFICIENCY SERVICES LIMITED JV of PSUs under Ministry of Power (PRESENT ORGANIZATION) at the position of Finance officer through 3<sup>rd</sup> party from 1<sup>st</sup> August 2020 to till date**

- ❖ Filing of TDS Return (24Q, 26Q) along with timely Deposit of TDS.
- ❖ Preparation and filling of GST Returns:
  - **GSTR-1**
  - **GSTR-3B**
- ❖ Accounts Payable / Accounts Receivable Reconciliation.
- ❖ Assist in raising funds from Various Source of Finance.
- ❖ Complying with the stipulations of Lenders (Debt specific stipulations) and Intermediaries of Financial Market (under applicable regulations)
- ❖ Debt Service Payment to the Lenders.
- ❖ Any other work assigned by management from time to time.
- ❖ Assisting in Accounts Finalization and Audit applicable to company.
- ❖ MIS for the area of operation.

### **Worked with INTELLECT CORPORATE SERVICES PVT LTD**

**Assistant Manager (Finance) for 18 months (i.e from November 2018 to April 2020)**

- ❖ Preparing Profit & Loss Account on Monthly Basis and Share the Gross Profit with Next Level.
- ❖ Preparing MIS of all Cash flow and financials (Profit & Loss A/C and Balance Sheet) on Weekly/Monthly basis.
- ❖ Filling of Income Tax Returns.
- ❖ Filing of TDS Return (24Q, 26Q and 27Q) along with timely Deposit of TDS and Issuance of TDS Certificate.
- ❖ Accounts Payable / Accounts Receivable Reconciliation.
- ❖ Assisting in Statutory Audits.
- ❖ Assisting in Internal Audits.
- ❖ Preparation and filling of GST Returns:
  - **GSTR-1**
  - **GSTR-3B**
- ❖ Preparation and filling of Return for **Input Service Distributor (GSTR-6)**
- ❖ Preparation of Reconciliation Statements of **GSTR-1** and **GSTR-3B**
- ❖ Reconciliation of Input Tax Credit with Electronic Credit Ledger.

**Worked with KUMAR SANDEEP & CO**

**Trainee for 7 months ( i.e from February 2017 to August 2017)**

- ❖ Assisting in Statutory Audits.
- ❖ Assisting in Internal Audits.
- ❖ Bank Reconciliation of Current Account and financial Transactions.

**QUALIFICATIONS:****Professional:**

**CMA from The Institute of Cost Accountants of India in 2018.**

**Academic:**

- ❖ Post-Graduation – M. Com – Completed in 2018.
- ❖ Graduation – B. Com (P) – Completed in 2014.
- ❖ 12<sup>th</sup> from CBSE Board in 2011.
- ❖ 10<sup>th</sup> from CBSE Board in 2009.

**IT Skills**

- ❖ MS Word
- ❖ MS EXCEL
- ❖ SAP/ERP
- ❖ Tally
- ❖ Genius Sag Info Tech
- ❖ MS outlook

**Strength and Skills**

- ❖ Hard-Working, Punctual, Trustworthy Individual
- ❖ Ability to work effectively under stress and adverse conditions with coolheadedness
- ❖ Honest, loyal and sincere towards works and organization.
- ❖ Motivate others to work in a cohesive manner

**Personal / Additional Information**

Father's Name: Sh. Mahender Singh  
Date of Birth: 28-October-1994  
Marital Status: Married  
Interests: Sports  
Language Known: English,Hindi

(Kapil Basoya)