

Result-oriented professional, targeting challenging assignments in a leading organization of repute.



Profile Summary

- ▶ An achievement-oriented professional offering more than 4 years' post qualification experience.
- ▶ Exposure in Quarterly Finalization & publication of results of Listed Companies.
- ▶ Preparation of Sales Tax and Service Tax Returns
- ▶ Handling of Income Tax Returns of different assesses like Individual, HUF, Partnership Firm, Companies
- ▶ Deduction of TDS and filing of returns
- ▶ Preparation of Financial Statements(Balance Sheet, Profit & Loss Account, Notes to Accounts, Cash Flow Statement)
- ▶ Registration under Sales Tax (obtaining TIN), Service Tax (ST No.)
- ▶ Refund under Income Tax and Sales Tax
- ▶ Handling of Sales Tax Assessments
- ▶ Handling of Income Tax Assessments u/s 143(3), replies of 133(6), rectification u/s 154 etc.
- ▶ Prepared written communications
- ▶ Preparation of Form 15CA and 15CB
- ▶ Filing of various forms at MCA
- ▶ Incorporation of Companies
- ▶ Closure (strike off) of companies
- ▶ Bank Reconciliation
- ▶ Vouche Preparation
- ▶ E-Payment of Taxes



Academic Details

- ▶ **Chartered Accountant** from Institute of Chartered Accountants of India in Nov.2012
1st Group-55.50% Exemption in Accounts(68) and Auditing(61)-Nov2012
2nd Group-55.75% Exemption in IDT (68)-Nov.2011
- ▶ **B.A.(ENG)(H)** from Delhi University in Nov.2008
- ▶ 12th from Rajkiya Pratibha Vikas Vidyalaya in 2005 with 70% marks
- ▶ 10th from Govt. Co-ed Sr. Secondary School, Shiv Puri, Delhi in 2003 with 68.60% marks.



Core Competencies

Tax Audit

Statutory Audit

Financial Statements

Accounts Maintenance

Quality Assurance

Excellent Written Communication



IT Relationship

Computax

Webtel Software of TDS

Tally

O 365



Soft Skills

Communicator

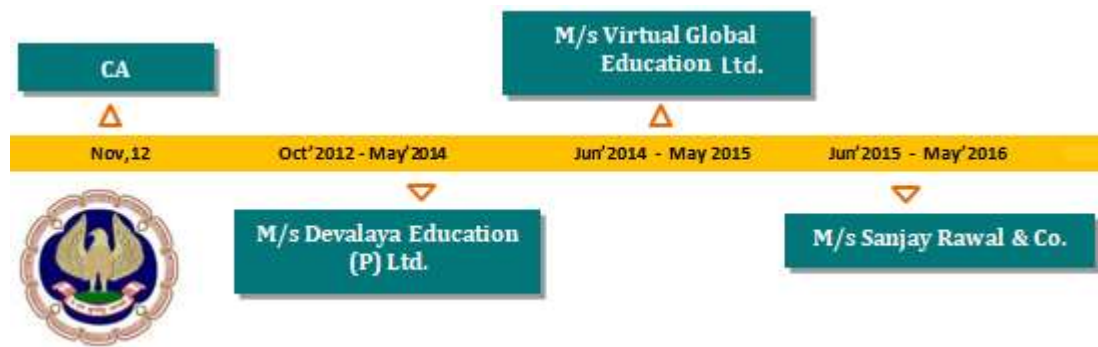
Creative

Collaborator

Thinker

Initiator

Timeline



Professional Experience

M/s Sanjay Rawal & Co., Delhi (Jun'2015 to May'2016)

Role: CA

Highlights:

- ▶ Deduction and deposit of TDS and filing of TDS Returns
- ▶ Calculation of Service Tax and Filing of Service Tax Returns
- ▶ Preparation of Form 15CA and 15CB
- ▶ Filing of various forms at MCA
- ▶ Filing of Income Tax Returns
- ▶ Preparation of Financial Statements
- ▶ Tax Audit Report
- ▶ Statutory Audit

M/s Virtual Global Education Ltd., Delhi (Jun'2014 to May'2015)

Role: CA

Highlights:

- ▶ Quarterly finalization of accounts & Preparation of Results for publication in Newspaper
- ▶ Deduction and deposit of TDS and filing of TDS Returns
- ▶ Calculation of Service Tax and Filing of Service Tax Returns
- ▶ Communication with teachers, students etc.
- ▶ Liaisoning with Income Tax Authorities for scrutiny u/s 143(3)
- ▶ Co-ordinating with lawyer for filing of appeal with CIT(A), ITAT, High Court
- ▶ Filing of Income Tax Returns
- ▶ Preparation of Financial Statements

M/s Devalya Education (P) Ltd., Gurgaon (Oct'2012 to May'2014)

Role: Senior Accountant

Highlights:

- ▶ Cash Collection, Expenses Handling, Accounts Payable & Accounts Receivable
- ▶ Voucher Preparation
- ▶ Bank Reconciliation
- ▶ E-Payment of Taxes
- ▶ Periodical Book Close and Financial Reporting
- ▶ Ensure Compliance of applicable Taxes viz Income Tax, TDS, Service Tax
- ▶ Interaction with clients and vendors
- ▶ Tax Deduction and deposit
- ▶ Service Tax calculation and deposit
- ▶ E-filing of Income Tax Returns
- ▶ Team Leadership
- ▶ Recording to Reporting

M/s Rajesh Seema & Associates, Delhi (Sep'2007 to Sep'2012)

Role: Articleship

Highlights:

- ▶ Handle Office Work
- ▶ Prepare clients accounts
- ▶ Liaisoning with Tax Authorities
- ▶ Preparation of Financial Statements

- ▶ Preparation and filing of returns under different statues like TDS, Service Tax, Income Tax, Sales Tax
- ▶ Tax Audit, Concurrent Audit, Statutory Audit, Asset Verification, Internal Audit
- ▶ Outstation working



Personal Details

Date of Birth: 4th November 1987

Father's Name: Late Sh. Surender Kumar Garg

Languages Known: Hindi & English

Address: Plot No. 70-71, Swastik Apartment, T-Extn., Jain Colony Part-1, Uttam Nagar, Delhi-110059