

CA ANUJ

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Summary





A Qualified Chartered Accountant having a sound experience of direct tax, indirect tax and audit of various organizations including construction, retailing, service, and education industry.

I intend to be a treasured resource for the organization I work with & join hands in hands to accomplish organizational as well as personal goal.

I believe, even sky is not the limit, since there is always a scope of improvement; therefore, I want to contribute as much as I can to my overall development.

4 years and above of experience in accounts, finance and taxation.

Experience

- | | | |
|--|---|---------------------------------|
|  | Assistant Manager
CA Cooperative Thrift & Credit Society Limited | October 2021 to till date |
|  | Assistant Manager
Agarwal Ramesh K & Co.- Gurgaon | November 2019 to September 2021 |
|  | Accountant
Meatech Solutions LLP and Group Companies.
Organization Description: Meatech Solutions LLP is an authorize distributor and service provider in the field of Surveying Instrument and Meteorological Instruments like Weather Station, Mining and Mobile Scanner etc. | May 2017 to October 2019 |
|  | Article Assistant
Agarwal Ramesh K & Co.- Gurgaon | April 2013 to April 2016 |

Statutory Audit

1. Review & Testing of internal financial control.
2. Review of Companies Act compliance, Auditing standards & other statutory compliances.
3. Verification of Assets and Liabilities, Loan and advances, investment, debtors, creditor, contingent liabilities, deferred tax assets and liabilities, sale & purchase voucher etc.
4. Auditing the client financial statement by understanding the client's business & risk developing audit approach & preparation audit program and checklists for conducting the audit.
5. Preparing audit report including compliance of CARO, Note to accounts & making recommendations
6. Statutory audit and Concurrent audit of bank branches(Canara Bank, Union bank of India and State bank of bank)

Accounting and Other Works

1. Preparation of Financial Statement as per schedule III of Companies Act 2013.
2. Preparation of Book of Accounts on accrual/cash Basis of various entities.
3. Analysis of Financial statement for various purposes like bank loan, due diligence and preparation of CMA Statement.
4. Preparation and Reconciliation of cash flow statement.
5. Finalization of Financial Statements.
6. Scrutiny of Sundry Debtor & Analysis of collection period.
7. Review of cash & Bank management including BRS.
8. Review of Contractor & Consultant Agreement.
9. Compilation & Maintenance of Accounting records of various entities.

10. Preparation of reports for project, MIS reconciliations, co-ordination with other groups within the organization, ability in process work like review of monthly and yearly account,
11. Preparation of documents for Import Export, Bank Guarantee, Letter of Credit.
12. Preparation and Filing ROC reporting for LLP and Private and Limited Company on Time like DIR-3KYC, INC-22A, AOC-4, MGT-7, DIR-12, DPT-3.LLP-11, LLP-8 and other Incorporation form.
13. Processing of Salary with all applicable compliance on salary likes TDS, EPF and ESI.

Indirect Tax

1. Preparation and filing of GSTR 9 & of 9C.
2. Preparation of reconciliation statement of GSTR 3B with Books of Accounts.
3. Preparation and filing of monthly GST returns.
4. Preparation and submission replies to various GST Notices, representation before assessing officers.

Direct Tax

1. Preparation and filing of Income tax return of various entities like Companies, RWA, Partnership, Individual and HUF.
2. Preparation and Filing tax audit of individual, partnership firm, private limited and limited companies.
3. Preparation and submission replies to various income tax notices, representation before assessing officers at the time of case filling like Income Tax Department, and other assessments like Service Tax.
4. Preparation and filing of TDS/TCS Return like 24Q, 26Q, 27Q, 27EQ.
5. Preparation and filing of 15CA& 15CB for foreign remittances.

Education

Course/Examination	Institution/university/Board	Year Of Passing	Performance
CA Final – Group II	ICAI	May 2019	50.00%
CA Final – Group I	ICAI	May 2018	51.75%
B.Com(Hons)	Delhi University	2014	46.94%
CA IPCC- Group II	ICAI	November 2015	50.00%
CA IPCC- Group I	ICAI	November 2012	52.25%
CPT	ICAI	June 2011	50.00%
12 th Class	CBSE	2011	62.5%
10 th Class	CBSE	2009	71.00%

Skills

- Advanced Excel Skills including PivotTables and VLOOKUP Function.
- 35 Hours Orientation Program by ICAI
- Completed Advanced (ICITSS) MCS Course
- Tally ERP 9.0, Quick Book, Compu Tax Package for taxation
- Completed AICITSS - Advance Information Technology.

Personal Information

Date of Birth : 19th June 1993
 Father Name : Lokeshwar
 Language : English, Hindi
 Marital Status : Married
 Hobbies : Traveling, Cricket

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.