

SANDEEP DHARAR

Tel: +91 97482 39110 E-Mail: [dhararsandeep@ymail.com](mailto:dhararsandeep@ymail.com)

# JOB OBJECTIVE

Being a Chartered Accountant and Taxation Specialist I want achieve excellence in the field of Accountancy and Finance, Direct and Indirect Taxation, Auditing and reporting where I can give effective contribution to the organisation by utilising best of my skills and knowledge to grow with the organisation.

# PROFESSIONAL SYNOPSIS

More than 12 years of rich experience in Finance and Accounts and Taxation in diverse industries. Strong domain and business process knowledge with professional expertise.

# PROFICIENT AT:

* Financial Closing & Reporting - Direct & Indirect Taxation
* Budgeting (including Projected Financials) - Company Portfolio Management
* Internal & Statutory Auditing - MIS & Project Reporting
* Product Costing - Financial Accounting
* Assessments and Hearing - Departmental Visits
* GST Specialist - Statutory Returns
* Monthly Closure and Analysis - Portfolio Management

# ORGANISATIONAL EXPERIENCE

**Nouvell Gabon Mining (Sister Concern of Quantum Business Advisory Private Limited) Manganese Mining at Gabon (Africa)**

**Finance And Accounts Manager**

**Since 1st of October 2019**

* Managing Tax Planning-Formation (TVA, TPS, and Mining Tax) and active participation and a core team lead in setting up the accounts department.
* Thorough testing of all documents and process the same in Tally ERP 9 Release 6.4.6, SAGE X3
* Regular study of the changes in Taxation as per OHADA.
* Monthly Tax Preparation and Submission of Returns.
* Obtaining various registrations & amendments as per local authority.
* Managing Internal, Statutory Audits, Central Bank and departmental Audits and to ensure all audits happens without any problems.
* Monthly Consolidated Financial Preparations for Investors (AFC – Africa Finance Corporation)
* Company Portfolio Management
* Monthly / Weekly and Daily Reporting in Power Point for BOD and Investors.
* International Payments to Vendors will all Custom and Tax Department Approvals.
* Managing a Team of 15 Junior Members.
* Daily Reporting include Stock Production, Stock movement (from plant to terminal and to Port), Major Vendors Outstanding Summary and Payment Plant on weekly basis.

Build a risk free, compliant and responsive organization for Indirect taxes from long term perspective

**Flexopack Limited (Sister Concern of Quantum Business Advisory Private Limited) New Plastic Manufacturing Setup at Malawi (Africa)**

**Chief Accountant**

**Since 1st of October 2017**

* Managing Tax Planning-Formation (VAT, Excise, Corporate Tax and Income Tax) and active participation and a core team lead in setting up the accounts department.
* Thorough testing of all documents and process the same in Tally ERP 9 Release 6.4.6
* Regular study of the changes in Taxation as per MRA (Malawi Revenue Authority).
* Monthly Tax Preparation and Submission of Returns.
* Obtaining various registrations & amendments as per local authority.
* Managing Internal and Statutory Audits and departmental Audits and to ensure all audits happens without any problems.
* Supervision of all payments related matters to Vendors and Employees on time.
* Daily Production and sales reporting to Management, Monthly stock Reporting to management amd MRA, MIS Reporting.
* Supervision to Finance and Accounts Department and managing a team of 5 Junior Local accountants.
* Handling all statutory matters related to VAT, Excise and Direct Taxation.
* Build a risk free, compliant and responsive organization for Indirect taxes from long term perspective.
* Product Costing by incorporating all contributing streams (purchasing, redesigning, retooling, packaging and others).

## Quantum Business Advisory Private Limited

**IT Company (SAP Support Services providing to Europe) Senior Accountant**

**Since 1st of October 2017**

 Supervision to Finance & Accounts Department and managing a team of 7 Junior Members.

 Preparation of GST Returns GSTR-1, GSTR-3B, Annual GST Returns, GST Reconciliation with GSTR-2, GST Refund related to FY 2017-18 and FY 2018-19.

 Reply to queries related to GST matters from Department (Notices and Assessments).

Any other related query like mismatch in Input as per GSTR – 2A and 3B.

 Attending Assessments and Audit related matters to GST

 Preparation of Payments related to Output GST, TDS, Advance Tax, Self-Assessment Tax etc.

 Preparation of TDS and Income Tax Returns.

 Handling all the queries raised from the department related to Direct Tax (Both Company and Individual) and Indirect Tax.

 Reconciliation of Bank, Vendors, Customers and Credit Cards.

 MIS and Project Reporting to Management on Monthly Basis.

 Preparation of reply to letters received from Income Tax department related to Assessments and hearings called from department.

 Foreign remittance – scrutinizing the documents and checking the applicability of TDS for each remittance. Also maintain Forex register for all the inward and outward remittances, and transfer the foreign fluctuation profit/loss to respective ledger.

 Finalisation of Balance sheet both standalone and consolidated and preparation of Balance Sheet, Profit & Loss Account, Cash Flow Statements, Annual Return and Notes to Accounts.

 ROC Filing related to the Company and its Sister Concerns.

 Assets Management (including computation of Depreciation as per Companies and IT Act).

 Income Tax Returns of Companies and Individual (Directors).

 Thorough Scrutiny of Income & Expenditure Accounts and inform the management where we can minimise the expenses to increase the profit.

 Export and Import – Scrutiny of all the documents related and to verify Input GST where applicable.

 Coordination with internal & statutory auditor and help in resolving the audit queries.

 Publish monthly dashboard on taxation to the senior management comprising snapshots during the month, regular tax compliance and litigation status with upcoming tax cases.

## Goel Roadways Private Limited and its sister concern Pragari Agri Products Pvt Ltd Goel Roadways - Logistic Company (GTA by Road)

**Pragati Agri Products Pvt Ltd – Rice and Rice Bran Manufacturing Plant Head Accountant**

**From 15th of May 2012 to 22nd September 2017**

* ITR Filing of Individuals, Companies (Including Sister Concerns), Trust & HUFs.
* ROC Filing including 16 Sister Companies.
* Service Tax Filing including 16 Sister Companies.
* TDS Filing including 16 Sister Companies
* Ledger Scrutiny of Companies including 57 Branches all over India.
* Bank Reconciliation of 57 Branches and other sister concerns.
* Financial Statement Preparations (Balance Sheet, Profit and Loss and Notes).
* Preparation of Weekly and Monthly Profit and Loss account and taking necessary steps by involving the management for enhancement of Profit.
* Monthly Closure of all Statutory Returns (TDS, GST, PF & ESI)
* Processing Monthly Salary and payment of necessary deductions from Salary (TDS, P Tax, PF and ESI).
* Daily Report for Manufacture and sale of Products.
* Monthly Reports for Raw Materials, WIP and Finished Products.
* Stock Valuation and submission of the report to Bank on Monthly Basis for Credit Facilities.
* Annual Stock Audit of Raw Materials, WIP and Finished Goods.
* Costing of the Finished Goods after taking all relative expenses for its production.

## Dhanania & Associates Chartered Accountants Article Cleark

**From 26th of December 2008 to 25th December 2011**

* Statutory and Tax Audits of various trading concerns, companies, retail businesses, partnership firms, sole proprietorship concerns, schools etc. These included participation unto the Balance Sheet Finalization, Checking the applicability of accounting standards and companies act provisions, Preparation of Audit Reports & Discussion with Management for various compliance and reporting issues.
* Internal Audits which included thorough checking of Internal Control System and preparing the Internal Audit Report.
* Presented Scrutiny cases before ACIT and ITO of various companies & firms;
* Miscellaneous assignments such as Furnishing Income Tax Returns, Sales Tax returns, Service Tax returns, Preparing Personal Balance Sheets & Other Accounts of Individuals.
* Handled Companies Incorporation along with Registration of Trust, Service Tax and Sales Tax Registration.

# TRAINING/CERTIFICATION/IT SKILLS

 ITT Training organised by Institute of Chartered Accountants of India.

 Orientation Programme Organised by Institute of Chartered Accountants of India.

 Attended Seminars Organised by ICAI.

* SAGE X3

 SAP FICO

 Quick Books Online

 Tally ERP 9

 MS Excel, MS Word, Power Point.

# AWARDS & ACHIVEMENTS

 Awarded as best Article of the Year 2009 and 2011 at Dhanania & Associates.

 Awarded as Employee of the Year at Goel Roadways in 2014 and 2015.

 Awarded as Employee of the Year at Quantum Advisory Private Limited for GST Refund and GST Assessment purpose 2018.

 Received 2 times increment in the year at Quantum Business Advisory Private Limited and promoted as Unit Head at Flexopack Ltd at Malawi.

# EDUCATION

Chartered Accountancy Institute of Chartered Accountants of India

Company Secretary (Final 1st Grp) Institute of Company secretaries of India

B. Com Calcutta University (Jaipuria College)

12th & 10th West Bengal Board (Shree Jain Vidyalaya)

# PERSONAL DETAILS

Date of Birth 25th of March 1990

Father’s Name Sushil Kumar Dharar Languages Known English, Hindi and Bengali

Address 796/C Lake Town Block – A Kolkata – 700089

Signature

Sandeep Dharar